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Preface

Welcome

Welcome to Dakar Academy, commonly known as “DA”. This student handbook has been prepared to help you understand our expectations and guidelines. At Dakar Academy we desire to work closely with you; as we feel the school and family unit should be united in their efforts to give your child(ren) the best possible education, care, love and development possible.

Vision

Dakar Academy exists to partner in the advancement of the Kingdom of God through serving missionary families by providing educational services for their children.

Mission

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

Nondiscrimination

The Academy does not discriminate on the grounds of race, gender, color, creed, national or ethnic origin, age, disability or other legally protected characteristics. Because Dakar Academy is operated by evangelical Christian mission organizations, admission to Dakar Academy may be available to any student who meets the academic and character requirements of the Academy and who expresses willingness to cooperate with its policies. However, no particular religious commitment is required for admission.

History

Dakar Academy (DA) was founded in 1961 by United World Mission (UWM) for the education of missionary children and others, as space permits. Now it is jointly owned and operated by UWM, Assemblies of God, and WorldVenture (formerly CBInternational). DA provides an American Education from a Biblical Christian perspective.

Dakar Academy is located on a six-acre campus in the middle of a neighborhood outside the downtown Dakar area. Dakar is the largest city in Senegal with approximately 2.5 million residents. The country is over 90

percent Muslim yet there exists freedom of religion and an evident Catholic element.

We have approximately 240 students enrolled in grades K-12, with the majority being children of missionaries. We have boarding homes on and near the campus that provide a home away from home for over 50 students.

Please read this handbook carefully with your children to be sure that they understand its content. Help your children to understand that they are responsible for the contents of this publication. Please keep this handbook for future reference.

Statement of Faith

The United World Mission, Assemblies of God, WorldVenture, and the International Missions Board, SBC, share the doctrines we consider necessary to harmoniously labor together in the love of our Lord at Dakar Academy.

1. We believe that the Bible is God's Word, written by men divinely inspired, and that it is absolutely trustworthy and has supreme authority in all matters of faith and conduct.
2. We believe in one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in God the Father, Creator of heaven and earth, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men and women, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.
4. We believe in Jesus Christ, God's only begotten Son; conceived of the Holy Spirit, born of the Virgin Mary, sinless in His life, making atonement for the sin of the world by His death on the cross. We believe in His bodily resurrection, His ascension into heaven, His high priestly intercession for His people, and His personal, visible return to the world according to His promise.
5. We believe in the Holy Spirit, who came forth from God to convince the world of sin, of righteousness, and judgment and to regenerate, indwell, sanctify, and comfort all who believe in Jesus Christ.
6. We believe that all men and women by nature and by choice are sinners, but those who accept Christ as their Lord and Savior will

rejoice forever in God's presence, and those who refuse to accept Christ as Lord and Savior will be forever separated from God. Each human being is responsible to God alone in all matters of faith.

7. We believe in the church as a living, spiritual body of which Christ is the Head and of which all regenerated people are members. We believe that a visible church is a company of believers in Jesus Christ, buried with Him in baptism and associated for worship, work, and fellowship. We believe that to these visible churches were committed the ordinances of baptism and the Lord's Supper, and that God has laid upon these churches the task of persuading a lost world to accept Jesus Christ as Savior and to enthrone Him as Lord and Master.

Philosophy of Education

Dakar Academy's Christian education is based upon a God-centered life view. Biblical principles are integrated in every facet of its institution. DA complements and supplements the home/family. DA's policies and procedures, standards for relationships, and educational processes must properly relate the student to God spiritually, mentally, physically, and socially. Learning must be directed first Godward and second manward.

DA emphasizes that all truth is God's truth, both revealed and acquired, and, therefore, has practical implications for the teaching of every subject. God has set His universal principles and laws in motion, and chosen to reveal them to us through the written Word, the Bible, and the Living Word, Jesus Christ. Uniquely created, an individual's greatest need is redemption.

Daily Schedule and Procedures

Before School

Supervision on playground begins at 7:20 a.m. Students should not plan to arrive before this time. The school will not be responsible for students who arrive earlier.

School Day

Elementary and Secondary classes begin promptly at 8:00 a.m. Students should arrive by 7:50 a.m. in order to be on time for their classes. Elementary classes are dismissed at 3:00 p.m. and Secondary classes are dismissed at 3:15 p.m. Elementary students are to be picked up by their

parents/guardians no later than 3:15 p.m. Class bell schedules are posted in the Administration building.

Lunches

Parents are requested to send sack lunches with their child(ren). Lunches are refrigerated until the lunch break. Since refrigerator space is limited, lunch containers need to be compact. No glassware should be packed in the lunches. All students must remain out of the classrooms during recesses and lunchtime unless a teacher supervises them. Elementary students will eat their lunches under the lunch shelter. They must remain seated until dismissed. MS/HS students are not required to eat in the lunch shelter. Elementary students are encouraged to bring water and a snack for the morning recess.

Study Period

In Study Periods students may do homework, read, or put their heads down on the desk/table. They may not talk, make noises, walk around the room or disturb others. Students may leave study hall if they have a pass from another teacher, who will then be responsible for the student.

Students Leaving Campus

Once students arrive on campus for the school day, they are not to leave until the end of the school day. Exceptions include field trips, special arrangements made with parents, or a regular early dismissal. Students leaving during the school day must sign out/in at the office.

After School Campus Hours

Students are to leave campus by 3:30 p.m. unless they are staying for supervised after-school activities. Elementary students must have a parent/guardian present. Dakar Academy is not responsible for students on campus after 3:30 p.m.

Office Hours

The main office is open Monday through Friday from 7:50 a.m. to 3:30 p.m. The office phone number is 33.832.0682. The business office hours are posted.

Library

The library is open to students at times scheduled. After school hours will also be scheduled. A charge will be made for books late, lost or severely damaged. Any student with charges due will not be permitted to check out books.

Chapel

Students are required to attend weekly chapel services. Male students and staff must remove hats/caps during chapel services as a sign of respect.

Miscellaneous Procedures

Parent-Teacher Conferences

Parent-teacher conferences are scheduled after the completion of the first and third reporting periods. Additional conferences may be scheduled as necessary.

Transportation to/from School

Each family is responsible to arrange transportation to and from the school.

Visitors to School

Parents and guests are welcome to visit classes if proper arrangements are made. A visitor form is available from the office and must be completed prior to visiting classes. The principal and the classroom teacher/s will determine if the time requested would be appropriate for visitation. Guests may be permitted to attend classes for one day, provided they are pre-approved. Parents and guests are welcome to attend chapels without prior notice. Parents, who need to deliver forgotten homework, medication, etc., are to report at the main office first.

Books, Supplies, Etc.

All the major supplies are provided by Dakar Academy. Parents need to furnish the pencils, erasers, paper, etc. Classroom teachers may provide a list of needed supplies for that grade level or class. Students are responsible for all books and workbooks provided by Dakar Academy and will be expected to pay for lost or damaged items.

Fines and Payments

No final Report Card or transcripts of records will be released until all fines, book charges, tuition accounts, etc. have been cleared. Library fines may be paid directly to the librarians. All other payments should be made to the cashier or business manager.

Lockers

Teachers will provide a locker and combination lock to each student in Grades 6-12 at the beginning of the school year. Students are to use only the locker assigned to them and are responsible for keeping it clean and orderly. The lockers should be kept locked at all times. Students are asked not to give their lock combinations to others. At the end of the year, the lock must be returned. Students will be charged the cost of replacement for any lock that is lost or not returned at the end of the year.

Personal Property

Dakar Academy is NOT responsible for personal property brought on the school grounds. All personal items should be well marked to identify the owner. *Valuable items should NOT be brought to school (e.g. videos, tape players, expensive running shoes) unless absolutely necessary.* Even then, the item should never be left alone.

Lost and found items, except for money, jewelry, or cameras, will be put in the Lost & Found barrel where parents can look any time. Check in the main office for valuables lost. If a student turns in money he finds lying about and it is not claimed within 5 school days, he will receive that money as a reward for his integrity.

Use of the Telephone

A pay phone is available upstairs outside across from the library entrance and should be used when phone calls are necessary. Phone cards may be purchased at the business office. Calls should not be made from the office.

Beach Events

Water-safety guidelines have been established and will be followed during any school or dorm-sponsored outing at the beach. The guidelines include having adult supervision present on any beach outing and having a ring buoy with an attached throw-rope. Students will not be allowed to swim unless with a buddy. Students will not be permitted to use surfboards or boogie boards without permission

Mail

Unless a student is boarding on campus or is a child of a staff member, personal mail may not be sent to Dakar Academy's address.

Attendance

Importance

Tardiness and absences rob the student of discipline, consistency and educational completeness and should be avoided. Since poor attendance defeats the purpose and mission for which Dakar Academy is in existence, it is necessary that we maintain a policy that promotes good attendance. Tardiness and absences are reported on report cards and permanent records.

Tardiness

Students are recorded as being tardy if they are late for any class. A student who is tardy must report to the office and receive a pass in order to be admitted to class. Students accumulating 3 tardies will be assigned a detention. Three detentions in a semester may result in one day suspension. Tardiness may result in discipline up to and including possible recommendation to the board for expulsion.

Absences

A student missing more than four days during any one-quarter or eight days in any semester, from any class, will be asked to meet with an administrator or lead teacher to assess how the problem can be corrected. Six or more absences during any quarter or ten or more absences during any semester may result in a meeting between parents, student, and the director with the intent of removing the student from the class or classes. For purposes of attendance records, a student must be in school for a full six periods to be counted as present for a full day, and in school at least 1½ hours to be counted present for one half day.

For a pre-arranged absence a parent must submit a request in writing to the main office, and the student will be responsible for completing a release form with his teachers.

Students not in attendance after their lunch period will not be eligible to participate in school-sponsored after-school activities without the director's permission.

If a student misses school due to an excused absence, they will be given 2 days to complete all missing assignments. After this point in time the teacher's late homework policy takes affect.

Exclusions from school due to illness

A child who becomes ill will be sent home from school after parents are contacted. If contact by phone is not possible, a staff member may escort the ill child home. A child may be excluded from school for any of the following reasons: contagious diseases, vomiting, skin eruptions, abnormal temperature.

Children are not to be returned to school until all danger of being contagious is completely past. The school may require a physician's release prior to the student returning to school.

If a student misses school due to an excused absence, they will be given 2 days to complete all missing assignments. After this point in time the teacher's late homework policy takes affect.

Early Withdrawal

Parents of students who will be leaving Dakar Academy and transferring to another school before the end of the school year are to contact the school in writing or in person. A withdrawal form should be obtained from the main office by the student and signed by his/her teachers. This form will be cleared through the business office and the library before any records shall become available for transfer. All charges must be cleared before grade records will be issued.

Dropping Classes

Classes dropped or added must be done within the first 2 weeks of the semester. Any student wishing to drop or add a class must first seek counsel with the teachers of the class concerned, parent/guardians, and the guidance counselor. A "Drop/Add" slip must be obtained from the office, and the teacher will reserve the right to either agree or disagree by initialing the form.

Health

Accidents at School

In case of an accident at school, emergency first aid will be administered and the parents will be notified if injuries are at all severe, or if the student is unsettled about returning to class. If the school is unable to contact a parent or guardian, emergency numbers provided by the parents will be used. **MAKE SURE YOU KEEP US UPDATED ON CHANGES** in phone numbers, especially those used during the day, to ensure that we can reach you quickly should an accident occur.

Immunizations

We want a school that is safe and healthy for all children. Therefore, all children must have proof of up-to-date immunizations in order to attend school. Failure to do so may result in the exclusion of your child from attending classes. Proof for the following immunizations is required: diphtheria, tetanus, whooping cough, measles, mumps, rubella, and yellow fever.

Administration of Medication

The main office must be notified if a student is taking medication during the school day.

1. The parent or responsible adult must bring the medication to the main office for distribution by staff personnel.
2. The student is responsible to come to the office at the prescribed time for their medication.
3. In elementary school, the classroom teacher may be given the above information and may administer it at the proper time.
4. No student is to give or sell another student medication.

Academic Evaluations

Evaluation of Students

Evaluation involves classroom participation, homework, testing, and attitude.

The comments/grading scale includes:

E =	Excellent
G =	Good
S =	Satisfactory
N =	Needs Improvement
U =	Unsatisfactory
I =	Incomplete

A+	98-100	C-	70-72
A	93-97	D+	67-69
A-	90-92	D	63-66
B+	87-89	D-	60-62
B	83-86	F	0-59
B-	80-82	I	Incomplete
C+	77-79	P	Passing
C	73-76	NP	Not Passing

Incompletes must be replaced with a letter grade within six weeks. Any incomplete not completed becomes an “F” automatically.

Report Cards

The school year is divided into four reporting periods. Parents will receive pupil report cards shortly after each period ends.

Report cards for first and third quarters will often be given to parents at the parent-teacher conferences

Progress Reports

Teachers will issue mid-term progress reports each quarter.

Examinations

Semester examinations for grades 6-12 will be scheduled for the end of each semester. An exam schedule will be issued prior to that week. A student who does not have an exam during a scheduled exam period may come to school late or leave early if a permission slip has been signed by the parent/guardian and turned in at the office.

Cumulative semester examinations are compulsory in all core subjects and must be given at the time scheduled. Semester exams will constitute between 15% and 25% of the student’s grade, at the teacher’s discretion. AP exams may take the place of semester exams, at the teacher’s discretion. Specialist teachers will evaluate student progress quarterly, but are not required to give semester examinations.

The Stanford Achievement Test will be administered to students in grades 1-10 in even-numbered school years.

College entrance exams are offered to high school students on specific exam dates. Questions regarding standardized tests should be directed to the guidance counselor.

Honor Rolls and Awards

Two honor rolls are posted at the end of each quarter. The honor roll is for students in grades 6-12. Certificates awarded at end of the year are based upon the first three quarters cumulative grade point average (GPA). Students must be in attendance at DA for all three quarters in order to be listed on the final honor roll. We have an "excel honor roll" for students who earn a 3.7 GPA or above. Students are placed on the "honor roll" if they earn a 3.0 GPA or above. An awards assembly is held at the end of each school year at which honor roll certificates are awarded to grades 3-12. Graduating "Honors Students" must earn a cumulative GPA of 3.5 based on seven semesters of course work and the third quarter of their senior year. These students will wear honor cords at graduation and receive special recognition.

Academic Probation

Academic Probation is for students who earn a quarterly GPA of less than 2.0 in the four core subjects, *or* receive an "F" in any core subject. A teacher or administrator will work on an individualized plan to help the student succeed.

Retention of Students

The decision to retain a student at the end of the school year will be made by the director with the recommendation of the teacher/s. Efforts will be made through report cards, progress reports and conferences to give the student and his/her parents advanced notice of an impending retention.

Homework

The Dakar Academy staff considers homework to be an important part of the total instructional program. The purposes of homework are to provide practice, to reinforce skills, to prepare for tests, to provide background information, and to develop good study habits. When appropriately implemented, this policy will help students to develop good study habits,

to gain expanded knowledge, and to increase their ability for exploring projects with greater creativity. Students will also learn to budget their time more effectively.

Major Purposes of Homework

1. Provide extended practice and/or reinforce principles, skills, concepts, and information learned in the classroom.
2. Be meaningful, appropriate to the ability and maturity level of students, well explained, and clearly understood by students.
3. Stimulate creative, logical, and critical thinking.
4. Provide open-ended assignments that encourage creativity and higher order thinking skills.
5. Teach students self-discipline and self-motivation regarding their responsibilities and efforts required to complete assignments.
6. Promote independent, in-depth study of the chosen topics.
7. Provide opportunities for broad enrichment activities.
8. Promote the use of time management and organizational skills.
9. Provide feedback on how students are progressing in achieving the competency.

Definitions

Homework has as its purpose the reinforcement of concepts acquired during the lessons of the day. It typically includes drill, practice and recollection. A student should be able to complete homework on his/her own. Examples would include math problems, vocabulary exercises, workbook exercises, and journals.

Assignment has as its purpose the extension of acquired learning. It might apply acquired knowledge to a new situation, or synthesize a series of lessons/concepts into a whole. It should provide the student with choice and the opportunity for divergent and lateral thinking and for substantiated, personal opinion. Examples would include geometry constructions, essays, collages, map work, and oral presentations. It might also include preparatory work such as a reading assignment.

Project has a similar purpose as the assignment, but on a larger scale. It should extend learning to a new situation and/or consolidate a series of learning experiences. It should include a lesson(s) on planning and reflecting; it often includes group activities and whole class projects. Regardless, it should be within the capacity of the student. Examples are varied and should include a variety of means of applying knowledge and concepts.

Studying is specific to the review of skills/knowledge relative to a test or lab. Students should understand the objectives by priority that needs to be mastered. In an ideal situation, a student would review previous learning

on a nightly basis rather than waiting for an intensive review before a specific test.

Time Suggested for Homework

K-5th Grade should be 10-minutes times the grade level of the student equals the average time a student should spend on homework (example: 4th grade x 10-minutes = 40 minutes daily).

6-8th Grades not to exceed 90-minutes daily

9-12th Grades not to exceed 120-minutes daily

Notice – Projects should be assigned near the beginning of the term and students given the bulk of the term to complete the project. Students should have at least two evenings to study for term tests and prepare assignments.

Major Holidays – Homework should not be assigned. Projects and assignments should be given two weeks prior to and should not be due until one week after the break. This applies to Christmas and Spring Break.

Special Events - It is generally accepted that minimal homework is given on Wednesday evenings to provide student the opportunity to participate in the youth group programs. Serious consideration should be given before assigning homework during the W.A.I.S.T. tournament, S.I.P.S., Spiritual Emphasis Week, student outreach events, and other school-wide events.

Weekends – It is reasonable to expect students to have one evening of work over the weekend.

Responsibilities

Students

- To keep their parents informed as to the work assigned for home.
- To ask the teacher for clarification, if required, before taking the work home.
- To complete the required work in a manner of excellence.
- To remit all work faithfully and on time.
- To inquire about and complete work missed during absence according to school policy.

Teachers

- To write homework on the board.
- To insist that student copy homework into a record keeping tool.
- To spot check to see that homework has been done.

- To grade homework in a timely manner (within one week) and provide appropriate feedback.
- To inform students/parents if a student is not completing or struggling with homework.

Parents

- To inform themselves by staying up to date with your child's homework requirements.
- To provide a time and place for homework to be completed.
- To provide support and encouragement.
- To verify that the work has been completed.
- To contact the teacher with concerns or questions.
- To remind students after absences to verify work missed and catch up.

Exceptional Circumstances

School Sponsored Activities

The staff should provide an outline of the work before the event. The teacher should be flexible with respect to the assignment, project deadlines, and with respect to tests. These students should be allowed a reasonable amount of time to catch up.

The students are responsible for all work missed. They should inquire before the trip as to what will be covered in their absence and seek help if unclear.

Family Vacations

The parents should provide the school with the dates of absence as soon as possible. The students are responsible for all work missed. They should inquire a week before the trip as to what will be covered in their absence. Students should complete an absentee form and obtain teacher signatures indicating approval and homework requirements.

The staff should provide an outline of work before the vacation. The teacher should be flexible with respect to the assignment, project deadlines, and with respect to tests. These students should be allowed a reasonable amount of time to catch up.

Make-up Work

For each day a student has an excused absence, they will have two days to complete the makeup work (example: if a student misses 2 days, they will have 4 days to complete the work). Any assignments or tests announced

prior to the excused absence are due on the student’s first day back in school or on the normal due date. Special consideration may be given to a student who has had a prolonged excused absence. Students will receive zeros for all tests and assignments missed during an unexcused absence.

High School Graduation Requirements

All graduates from Dakar Academy must have a minimum of 22 units of credit plus one Bible credit for every year they have attended Dakar Academy, before they will be granted a high school diploma. Students are required to carry a minimum of 3½ credits per semester except upon approval from the director. All students are required to take a Bible course during each year of enrollment at the Academy. Diplomas are only issued to students who are registered and in attendance at Dakar Academy for their senior year of high school.

Subject Area	Units
Bible	4
Language Arts	4
Social Studies	3 (including US History II)
Science	2
Mathematics	2
Foreign Language	2
Physical Education	1
Health	0.5
Technology	0.5
Electives	7.0*
TOTAL	22 + 1 Bible unit for each year at DA

We highly recommend three years each of science and math and additional courses in music, art, creative writing, computers, and public speaking.

Middle school students taking French or Algebra I at Dakar Academy will receive a high school credit for each course taken.

Portfolios

A portfolio for home schooled students transferring to Dakar Academy should include the following to be considered for high school credit at Dakar Academy:

- Attendance records (number of day and number of minutes per day per subject)
- Standardized test scores from within the past two school years
- Grades for each subject and how that was determined (quiz/test/exam scores, etc.)
- Curriculum used and resources used (texts, software, field trips, etc.)
- Physical education activities
- Evaluations by other supervising adults (coaches, music teachers, etc.)

After review by the guidance counselor, should the portfolio contents be judged to be insufficient for high school credit, an examination may be required.

Support Services

Special education

We at Dakar Academy endeavor to help students who are struggling academically within the school environment. The main category of need that receives direct intervention is learning disabilities. However, consultation and/or services are offered for a variety of other needs such as attention deficit, emotional disturbance, and developmental delays. Referrals may come from parents and/or teachers and involve informal discussions, teacher/parent observations, review of records, and testing when appropriate. Both direct and consultation services are offered. Fees may be assessed for special education services.

English as a Second Language (ESL)

Dakar Academy teaches in English, therefore the speaking of English, both inside and outside class, and during school hours is expected. An English proficiency test may be administered to any applicant prior to entry being granted. There is a testing fee for the exam.

Elementary students may be required to participate in the ESL program. The primary goal of the initial year will be to learn English. Promotion at the end of that year will depend upon mastery of academic requirements in addition to English language proficiency.

Middle school and high school students who test below their grade level in English proficiency may be accepted with provisions. Students may be required to participate in the ESL program. There may be a cost to the program. Fees may be assessed for ESL services.

Campus Rules

Prohibited Actions and Items

Students must observe bells and stop play immediately when the entry bell rings. The following are prohibited during school hours: using bicycles, scooters, skates or skateboards, climbing on basketball standards or trees,. Using cell phones, iPods or CD players are prohibited during class,

The following are prohibited all the time: weapons, throwing objects intending to injure, standing inside or sitting on support bars of the merry-go-round, hanging from the soccer goals, defacing school property, fighting, name-calling, threatening and use of profanity or derogatory language, use or possession of cigarettes, alcohol, or drugs.

Display of Affection

Dakar Academy includes 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, etc. Disregard for this policy will result in appropriate disciplinary action.

Dances/Dancing

No dances will be sponsored by or allowed on Dakar Academy property. Students are not to dance when they are in a group that represents Dakar Academy. This will include SIPS and WAIST events. Dancing as a cultural or choreographed presentation may be permitted if arranged with approval by the administration.

Fireworks on Campus

Any use of fireworks (sparklers, roman candles, traditional fireworks) on campus must be approved by the administration and supervised by an adult.

Campus Hours & Usage

In order to protect the campus and preserve a “home-like” atmosphere for our on-campus residents, there is a campus curfew. Curfew on school nights (Sunday-Thursday) is 8:00 PM, with the exception being 9:00 PM on youth group nights. On Fridays, curfew is 11:00 PM and Saturday is 10:00 PM. All students, except campus residents must leave campus by curfew.

Students wishing to use DA facilities for specific events must complete a Facilities Usage Form and receive approval from an administrator prior to the event. This includes any event not organized by Senate or classes (ex: Soccer games, Bible Studies, etc.) This policy is in place to ensure that students (or groups) don’t schedule events on top of each other or attempt to reserve the same facilities at the same time.

Behavioral Expectations & Discipline

Philosophy

The purpose of the discipline policy is to enhance the learning environment, and train and lead the student into maturity, self-discipline, and the development of Christian character and integrity. We seek to provide loving, yet consistent discipline within the classroom structure. The discipline policy and its application are grounded in the Bible (Proverbs 12:1; 13:18,24; 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13; Revelation 3:19). **No corporal punishment** will be used under any circumstance. However, physical contact may be used to protect students or DA property.

As Christians, we accept Biblical precepts as guides to our lives. As members of a Christian community, we accept certain standards and rules which allow us to live together in Christian community. Student behavior, whether on or off campus (including internet behavior), which negatively affects the DA community or members of it, may be subject to disciplinary action by the school.

General Expectations

Students are expected to treat others kindly and with respect. Students are expected to be good role models. Students are expected to contribute positively to their classes and to the school community. Behavior that distracts from the educational process, or negatively affects community life, can usually be categorized as either a minor offense or a major offense.

Following are examples of minor offenses. The list is not exhaustive.

- General rowdiness, rough play, yelling
- Classroom behavior that is distracting or disrespectful
- Use of bicycles, scooters, skates or skateboards during the school day
- Use of cell phones, iPods or CD players during class
- Improper use or care of school property
- Inappropriate displays of affection
- Violation of school dress code
- Inappropriate use of fireworks, lighter, matches

Following are examples of major offenses. The list is not exhaustive.

- Repeated minor offenses
- Skipping class
- Dishonesty
- Gross disrespect or disobedience
- Cheating and plagiarism
- Aggressive or threatening behavior or words
- Mocking, harassment, bullying, hazing of other students either in person or through Internet, text messaging, etc.
- Fighting or any physical harm to another
- Profane, lewd, obscene, offensive speech, conduct, or materials
- Sexual misconduct
- Violation of the school's Internet policy
- Theft or vandalism
- Unauthorized leaving the school campus
- Defacing school property
- Possession of a firearm or other weapon with intent to harm
- Possession of an illegal drug, drug paraphernalia, alcohol, tobacco product, or the inappropriate use of prescription drugs
- Breaking the laws of Senegal

Disciplinary Process

At DA, discipline is progressive. That is, consequences are selected with an eye to applying the minimum discipline necessary to change behavior. Effective discipline is fair, consistent and progressive.

Progressive Steps: (Note: Major offences warrant more serious disciplinary measures; therefore progressive discipline steps may be bypassed.)

The normal progressive discipline steps are:

Step 1 - Verbal Warning

Step 2 - Corrective Action(s)

Step 3 - Suspension

Step 4 - Dismissal

The Board may dismiss a student upon recommendation of the administration.

Suspension

If a student is suspended, upon return:

1. They may not participate in ANY activities (sports, drama, clubs, etc.), until all missed work is completed or they have received NO CREDIT. Additionally, if the student's grades are not acceptable, they may continue to be athletically ineligible.
2. Students are responsible for getting all missed work from their teachers. Students are also responsible for all missed classroom notes and should get them from their classmates.
3. For each day a student is suspended, he will receive one day to make-up any missed assignments/tests (example: if a student is suspended for 3 days, he will have 3 days upon return to complete missing work). *The 3 day count begins the day after the student returns to allow them to make contact with the teachers and secure their missed homework assignments.*

If a student completes all their missed work within this time period, they will receive FULL CREDIT if all work is submitted before the make-up period expires. After this they will receive NO CREDIT.

Dress Code

The purpose of the dress code is to help us create an atmosphere at Dakar Academy that will distinctly promote learning and the development of Christian character. We seek to cultivate in our students a desire to be attractive and respected because of who they are rather than because of what they wear. Clothing that is offensive, inappropriate or immodest detracts from these goals. During the school day and while attending school events, we expect students will wear clothing that will reflect purity in thought and action. This dress code applies to all students although some latitude is given to elementary students.

- Students are to wear clean, neat, modest clothing.
- Skin-tight clothing or any other form-fitting articles of clothing that fall under this category, should reflect modesty and good taste. Generally, if you can pinch a few inches of material with ease, it is too tight.

Clarification: This includes skinny jeans, regular jeans, or shorts that are too tight. One way to know if they are too tight is if they follow all the contours of your body—you should be able to see creases and folds in the material to know if your pants are loose enough. If not, then you may solve this problem by wearing a top that covers your rear.

Clarification: Skinny-jeans MAY be worn like regular jeans, with regular length tops as long as they are not skin-tight! (as stated above). According to the fad, skinny jeans are generally meant to be more form-fitting than DA allows so you may want to buy your skinny jeans in a size or two bigger than what you would normally wear, if you want to wear shorter tops with them.

- Transparent clothing or clothing with rips or ragged edges are unacceptable.
- Undergarments (including bras for MS/HS girls) must be worn and must be completely covered by outer clothing.
- Outer clothing, such as jackets or shirts, worn to conceal clothing that does not fall within the dress code limits must remain on at all times throughout the school day or event.

Shorts/Pants:

- For normal daily wear and off campus DA sponsored activities such as sports: 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 ones hand. Sorts cannot be rolled or pulled up. Sophees brand or its equivalent are not acceptable.
- Shorts must always extend below the hem or tail of the shirt or blouse.
- Any form-fitting or skin-tight article of clothing (such as spandex) must be covered by an over-garment on the body. (For instance, leggings may only be worn underneath a mid-thigh length top or underneath a dress within the dress code limits.)

Clarification: This includes leggings (or its equivalent). The term mid-thigh length is meant as a guideline, not a literal measurement, but if it helps, you can place your arms to your sides and where your fingertips end is *approximately* where the middle of your thigh would be.

Clarification: Leggings (or its equivalent), as stated above, must be worn with a top that is mid-thigh length or longer (a.k.a. a dress); long flowing tops qualify as appropriate over-garments; however mini-skirts do not. Mini-skirts draw more attention to that part of the body, and do very little to “cover” the leggings, which is the point of a long top or dress. Note: It’s very difficult to tell the difference between a dress and a top; a dress is a garment worn by itself (thus it has to be a regulation dress length). When that same dress is worn over leggings or pants, it functions as a top and has to meet those limits. Some dresses would be too short to be acceptable by themselves, but when layered over leggings, they would then function as a top by covering the hips and coming at least mid-thigh length like a top.

- Pajama pants are not appropriate school attire unless approved by administration.

Skirts and Dresses:

- Skirts and dresses must not be shorter than 3 inches above the crease at the back of the knee.
- Slits or seam openings must not extend higher than 3 inches above the crease at the back of the knee.

Shirts/Blouses/Tops:

- Pictures and logos on shirts must conform to the Christian philosophy of the school.
- Boys must wear shirts at all times with the possible exception of physical activities when the supervisor permits.
- Shirts, blouses and tops must be long enough to cover the midriff even when arms are raised.
- Over-sized armholes and very loose or plunging necklines that expose the chest or undergarments are unacceptable.
- Halter-tops and tops or dresses with shoulder straps less than one inch wide are unacceptable.

Shoes:

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

Dress code violations:

Incidents of serious misconduct may warrant more serious disciplinary measures; therefore progressive discipline steps may be by-passed. Violation normally will be handled as follows:

- First offense verbal warning: The student will be sent to the office to correct the offense. The office will keep a record of offenses.
- Second offense verbal warning: The student will be sent to the office to correct the offense. The parents will be notified of the infraction.
- Third offense detention: The student will be sent to the office to correct the offense. The parents will be notified of the infraction. A detention will be given to the student and a consultation may take place.
- Further offenses: possible suspension and/or expulsion

Parent/Student Complaint Procedure

We believe in solving problems as close to the source as possible. Therefore any person desiring to lodge a complaint against a staff member, a policy, or for any other reason, should follow the chain of command by starting with the person responsible. This procedure might normally follow these progressive steps:

1. A personal meeting to discuss the problem must be held between the parent/student and the staff member and/or administrator involved.
2. If the difficulty is not resolved with an informal meeting then documentation shall begin and the next level is a meeting with the parent/student, staff member and their supervisor.
3. If the difficulty is not resolved the complaint may go to the next level supervisor. The Director's supervisor is the Board's executive committee.

At no time shall anonymous letters or complaints be presented or accepted as any type of documentation or evidence.

Complaint Procedure for Library Materials

1. The individual will speak to the librarian to see if the complaint can be resolved informally.
2. The individual will write a description of their objection after reading the entire piece of literature.

3. The library review committee will meet to decide whether the material should be withdrawn from the library. The material in question will be removed from circulation until the committee makes a decision.
4. If still dissatisfied, the individual may appeal the decision to the Dakar Academy school board.

NOTES