

Boarding Handbook

2019-2020



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PARTNERS IN MISSION FOR THE NEXT GENERATION

WELCOME & INTRODUCTION



Evan and Jewel Evans
Boarding Administrators

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 safe, 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.

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 safe, 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, school counselor, 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 himself.



EXPECTATIONS & HOME LIFE

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

EXPECTATIONS & HOME LIFE

What Linens to Bring

We treat the dorm rooms like college dorm rooms in that each student is required to bring what he/she needs for personal use. These linens do not become dorm property but rather, each child will use the sheets, towels, etc. that he/she brings to DA. This means that the linens must be marked with your name on the hem in order to retrieve them from the laundry after being washed. You can then store these linens with your belongings that you leave here over school breaks.

Here is the list of what you will need to bring to DA:

- Mattress Pad
- Pillow
- 1 pillow case
- 1 set of twin bed sheets
- 2 bath towels
- 1 hand towel
- 2 wash cloths
- beach towel
- light blanket (Jan. – March gets cold)

If linens are not brought with you to DA, you will need to purchase them locally.

Travel & Schedules

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 one week in advance.
- Arrival day is the day before classes start.
- Early arrivals must be approved by the Dorm Administrators. Permission will primarily be granted only when international flight schedules require it.

Departure Days

This is the last day of classes after your last class period. In-country students need to leave on Departure Day.

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.) Students desiring to leave earlier than Departure Day must obtain permission from both the Principal and the Dorm Administrators. The student must arrange for all make-up school work she/he has missed. Failure to do so could jeopardize class grades and possibly result in the failure of a course.

It is the responsibility of the parents to ensure that all passports are up to date with necessary visas.



EXPECTATIONS & HOME LIFE

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 company 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.

For returning residents, arrangements can be made to store your child's belongings in the boarding home during the summer break. The number of stored items will be limited and 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 parents' responsibility to make arrangements for their child during these breaks.

Daily Schedule

Since each boarding home is considered its own unique home, the daily routine may vary from home to home. Each dorm will have devotions, meals, and activities to meet the needs of its residents. Classes begin at 8:00 am, Monday through Thursday (8:20 a.m. on Friday), and end at 3:15 p.m.

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.

Sunday through Wednesday	8:00 pm
Thursday (Youth Group Night)*	9:00pm
Friday	10:00 pm (MS) 11:00 pm (HS)
Saturday	10:00 pm (MS) 11:00 pm (HS)

*** Note: Thursdays when there is no youth group scheduled adhere to the Sunday – Wednesday curfew.**

EXPECTATIONS & HOME LIFE

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.

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
- label linens along the hem

Loss of unlabelled clothing is not the responsibility of the dorm staff.



EXPECTATIONS & HOME LIFE.....

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

All clothing must be guided by Dakar Academy's dress code as outlined in the Student/Parent Handbook. In addition to the school dress code, the following also apply to boarding students.

Leaving Campus:

When leaving campus, female students must wear clothing that comes to the knee. It is understood that on the DA campus and in western contexts such as at ISD events or in missionary homes, wearing shorts is acceptable. Pagnes are a good option for covering up shorts while around the neighborhood or in town.

Sunday dress code:

Girls - dress pants, capris, skirts, dresses, blouses, and nice tops are encouraged.

Boys - dress pants and collared shirts are encouraged.

On swimming outings:

Girls' midriffs must be covered at all times. For boys, Speedo type swimwear is not allowed.

Visiting Dorms of the Opposite Gender

If students wish to visit the boarding homes of the opposite gender, they may do so only if there is a boarding home parent or boarding relief personnel in the dorm.

Dating and Physical Displays of Affection

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. Public transportation guidelines still apply.

While our campus includes a variety of cultures and customs related to physical displays of affection, DA encourages a conservative Western approach to physical affection in dating relationships. Our desire is to help our students learn to develop healthy relationship boundaries and to take responsibility in their dating relationships and in the way they interact with the opposite sex.

With that in mind, DA considers hand-holding and non-sensual hugging appropriate physical displays of affection on campus and at DA events. (Note that for certain DA events — i.e., Outreach — PDA may be restricted.)

EXPECTATIONS & HOME LIFE

Monitoring of off-campus PDA is the responsibility of a student's parents or guardians. Due to the difficulty of accommodating a wide variety of parental expectations regarding PDA, students living on-campus in DA housing will be expected to abide by on-campus PDA guidelines both on and off campus. Disregard for PDA guidelines will result in appropriate disciplinary action. Students are reminded that while DA may permit these types of PDA, we live in a Muslim context in which most physical displays of affection between members of the opposite sex are frowned upon. Students are expected to exercise respect for the Senegalese culture in all conduct carried out in view of nationals. DA does not condone any form of sexual promiscuity, including but not limited to sexual intercourse, oral sex, sexting, etc. Students who engage in these types of activities are in violation of DA's code of conduct and may be subject to disciplinary action.

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 treatment (with clear directions for administering it)

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.

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.**



AFTER SCHOOL & WEEKENDS

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 30 minutes 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.

Residents in grades 9-12 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.

Residents in grades 6-8 will be allowed to leave the campus unsupervised under the following conditions:

- Only with boarding home parent permission
- Only in groups of 3 or more
- Only in the DA neighborhood as defined by the boarding home parents

When you go off campus you are representing Dakar Academy; therefore, 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 (taxi only), the following guidelines apply:

- If you are a Middle School resident, you cannot use public transportation without dorm parent approved supervision.
- Residents in grades 9-12 may ride in a taxi under these conditions:
 - There is a group of two or more boys or three or more in a group that is mixed or girls-only
 - After dark, groups of girls must have at least one boarding home parent

AFTER SCHOOL & WEEKENDS

approved male in the taxi.

Swimming Precautions

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

- High school students may swim in groups of three or more at dorm parent-approved beaches or pools without adult supervision according to their permission slips.
- For all school-sponsored activities, safety equipment such as a ring buoy, throw rope, and/or boogie board will be available.
- No residents will be allowed to participate in cliff-jumping.

STUDENT ACCOUNTS

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

- \$220 USD (or CFA equivalent) will be required for each student annually.
- This fee is included in your school bill.
- These funds cover meals, snacks and transportation for dorm-wide events such as WAIST, Harvest Fest, camping trips, youth group retreats, 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 is included in your school bill.
- This fee should cover doctor visits, academic testing fees, snacks, school supplies, toiletries, and school events, etc.

AGE

- 6th - 8th Grade
- 9th-10th Grade
- 11th- 12th Grade

INCIDENTAL COST PER SEMESTER

- \$325 USD or CFA equivalent
- \$435 USD or CFA equivalent
- \$650 USD or CFA equivalent

NOTE: Seniors will incur extra graduation expenses.



AFTER SCHOOL & WEEKENDS

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.
- Friday overnight guests are at the invitation of the boarding home residents and must have dorm parent permission.
- Any requests for overnight stays or extended 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 invitations to spend the night with friends under certain conditions:

- coordination with, and approval of, boarding home parents
- dependent upon their parents' permission slip
- proper invitation (from the parents of the child where the sleepover 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.

SCHOOL & PERSONAL PROPERTY

School Property

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.

Personal Property

When people live together, it is easy for personal property to become group property. Therefore, everyone should keep his/her 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.

****Please do not borrow anything without the permission of the owner.****

Electronic equipment (e.g., cell phones, gaming devices, music players, etc.) will be permitted if the following considerations are followed:

- reported to the boarding home parent upon arrival
- 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
- 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. Exceptions will be rare.
- Books, magazines, pictures, videos, CDs, etc., are appropriate to a Christian environment

All electronic equipment will be regulated or confiscated by boarding home staff when residents fail to exercise good judgment.

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

- TV
- DVD player
- Firearms of any type
- Heating or cooking appliances



TECHNOLOGY, MEDIA & COMMUNICATION

Phone

Phones are available in the dorms for receiving calls. Permission from the boarding home parents must be requested to use the landline. Parents are requested not to call students after bedtime.

E-Mail

Each resident may have access to email.

Regular Mail

Boarding home residents may receive mail at the following address:

Student Name

c/o Dakar Academy

B.P. 3189

10200 Dakar

Senegal, West Africa

Technology and Media Acceptable Use Policy

Technology can be an excellent resource in our students' lives, but can also be a detriment if not used wisely. The goal of this policy is to promote:

- spiritual growth
- personal integrity
- respect for others
- time management

In this ever-changing world of technology, the DA boarding program reserves the right to adjust this policy as needed.

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 uplifting. 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 he/she would like to bring with him/her 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 boarding home may be confiscated or deleted by the staff, and kept until the next time the resident goes home.

TECHNOLOGY, MEDIA & COMMUNICATION

Content Guidelines

- Boarding home residents may not view “R” rated movies or “TV-MA” rated TV shows at any time in the boarding home or away from campus.
- Private or public messages shall not include profanity, put-downs, sexual, racial, religious, or ethnic slurs or otherwise objectionable language.
- Downloading, transmission, or possession of pornographic, obscene, or other socially unacceptable materials is strictly forbidden.
- Boarding home parents may monitor student use of internet and review internet history and content on devices at any time to determine appropriateness. Therefore, your child’s passwords must be given to the boarding home parents.

Appropriate Use Guidelines

- Sharing of personal media devices is discouraged except for siblings.
- Boarding home residents must be given permission by the boarding home parents to view movies & TV shows.
- Student by-passing, disabling, or otherwise circumventing any content protection is strictly prohibited.
- Personal computers are not permitted in the bedrooms without boarding home parent permission.
- Mobile phones will be collected each night before bedtime. (Note: Students may need to bring an alarm clock for personal use)
- Internet access is strictly prohibited down the halls.
- At times, internet access will be restricted. Circumventing these restrictions is prohibited.
- Use of cellular data (mobile internet) on any internet capable devices is prohibited at all times (on or off campus) without permission from the boarding home parents.
- Peer-to-Peer downloads are not permitted by students (i.e. Bit Torrent).

Laptops and other devices must come to the boarding home stripped of movies and TV shows. These must be moved to an external hard drive if they are going to be brought to the boarding home. Any DVDs or movies/ TV shows on an external hard drive must be turned in to the boarding home parents upon arrival and will be held in their possession. Anything not turned in will be confiscated when found.

Media usage (games, streaming, etc.) that requires significant internet bandwidth requires boarding home parent permission.



DISCIPLINARY PROCESS

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.

All residents are subject to Dakar Academy's Discipline Policy as outlined in the Parent-Student Handbook. In addition, the following steps may be taken in dealing with major offenses that impact dorm life and/or are contrary to the behavioral expectations outlined by the boarding program:

- The Boarding Administrators and Boarding Home Parents will have a conference with the resident to formulate a plan to help the resident conduct him/herself in appropriate ways.
- Parents and the Director will be informed of the disciplinary referral.
- In the event of persistent misbehavior, the resident may be suspended and/or brought to a disciplinary committee for expulsion from the boarding program. Parents will be notified immediately.
- Certain disciplinary actions 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 steps as outlined in the Discipline Policy 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.

DISCIPLINARY PROCESS

Reporting Incidents of Abuse and Harassment

All suspected incidents of abuse or harassment must be reported. 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.

Student Advocacy

Boarding Homes annually elect boarding home advocates. These are individuals not directly connected to the boarding homes, who are chosen by the students at the beginning of each school year. The purpose of the advocacy program is for students to be able to report abuse of any kind. For further information, refer to the *DA Boarding Home Advocacy Manual*.

