

# Student Handbook 2018-2019



## MONROVIA FOOTBALL ACADEMY

*“Work Hard. Be a Leader. Dream BIG.”*

BTC/PHP Community  
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## Letter from the Co-Founder & Executive Director and the Co-Founder & Director of Football

Welcome to the 2018-19 school year! We are delighted to have such an intelligent and talented group of boys and girls for our fourth year, and we are looking forward to getting the year started.

Since opening in October 2015, the Academy has grown from 27 student-athletes and one academic class to 92 students and five academic classes! This is remarkable growth and we are thrilled about our progress.

As we move into year four, we are really excited about the growth and maturation of the Academy. Our move to Careysburg is truly transformational, and we continue to add new local and international partnerships. There is great anticipation about the Academy's continued pursuit of our ultimate goal: to be the flagship school in Liberia.

The rest of this handbook should serve as a guide for our student-athletes and our parents. Each of our student-athletes and parents is expected to abide by the provisions contained herein, as they are meant to help us create a dynamic, safe, and fun learning environment. If you have any specific concerns about the content of this handbook, please raise them with a staff member.

Thank you for your commitment to Monrovia Football Academy. We hope you are as excited as we are to get the year started!

Sincerely,

William H. Smith

Co-Founder & Executive Director  
Monrovia Football Academy, Inc.

Sekou Dgeorges Manubah  
Co-Founder & Director of Football  
Monrovia Football Academy



## Academy Leadership Team

### ***Administration***

- Co-Founder & Executive Director: William H. Smith...Phone: 0770-768-909
- Co-Founder & Director of Football: Sekou Dgeorges Manubah...Phone: 0886-361-970
- Director of Academics: Musa P. Sheriff...Phone: 0886-415-766 / 0776-097-470
- Development & Evaluation Officer: James Kiawoin...Phone: 0770-775-455
- Finance & Compliance Officer: Joseph Yengbe...Phone: 0886-658-775

### ***Education***

- Director of Academics: Musa P. Sheriff...Phone: 0886-415-766 / 0776-097-470
- Teacher: Cecelia P. Tyler...Phone: 0886562678 / 0777972719
- Teacher: Isatta Musahson...Phone: 0778-170-756
- Teacher: John K. Mills...Phone: 0770-377-595
- Teacher: Sona Traore...Phone: 0886-326-664
- Teacher: Meskora Amoussou...Phone: 0776-460-198

### ***Football***

- Co-Founder & Director of Football: Sekou Dgeorges Manubah...Phone: 0886-361-970
- Football Coach: Joseph Hina...Phone: 0777-368-563
- Football Coach: Florence Monboe...Phone: 0775-471-743
- Football Coach: Naomi Peters...Phone: 0775-563-508
- Football Coach: Exodus Williams
- Equipment Manager & Coach: Leo Acolaste...Phone: 0886-605-614

### ***Nutrition***

- Director of Catering: Sharon Ajavon...Phone: 0886-994-610
- Caterer: Zoe Anderson...Phone: 0777-570-435

### ***Health & Wellbeing***

- Medic: Abraham Washington...Phone: 0886-618-048
- Medic: Agnes Togbah...Phone: 0770-016-846
- Social Officer: Winston Browne...Phone: 0777-632-503

### ***Security & Maintenance***

- Head of Security: Gregory Munyeneh
- Security & Maintenance Officer: Alice Nyumah
- Security & Maintenance Officer: Christopher Paye
- Security & Maintenance Officer: John Flomo
- Security & Maintenance Officer: Emmanuel Gbowee

### ***Intern***

- Administrative Intern: Melanie Toe...0770-671-666 / 0886-776-366



## Identification

### ***School Slogan***

“Work Hard. Be a Leader. Dream BIG.”

### ***School Values***

L.E.A.D. = Leadership. Enthusiasm. Accountability. Discipline.

### ***Statement of Purpose***

Monrovia Football Academy is the first school in Liberia to combine high-quality education with professional sport training. We use football as a positive-incentive mechanism to improve academic performance, break down gender barriers, and empower Liberia’s future leaders.

During our students’ formative years, our goal is to create new opportunities for Liberia’s talented boys and girls. To that end, we have started building partnerships with top academic, football, and leadership institutions both in Liberia and abroad, including the African Leadership Academy in South Africa, prep schools and universities in the United States, and professional football clubs around the world.

In the long-term, our goal is produce graduates who become leaders in Liberian society.

### ***Mission Statement***

Empower Liberia’s future leaders through quality education and sport.

### ***Good Behavior Notice***

All students with their parent/guardian are required to sign a good behavior bond form as a commitment to adhere to the policies, rules, and regulations of the Academy as described in this student handbook.



# Academy Procedures

## *General Enrollment Criteria*

Students seeking enrollment at Monrovia Football Academy must pass our entrance exam, demonstrate ability on the football pitch, and show potential to be the leaders of tomorrow. All relevant records from a student's previous school should be delivered to the administration before formal admission to the Academy. Required documents include:

- a. Birth certificate
- b. Official transcript
- c. End-of-year report card

\*Please note: We are giving a grace period of one month for the submission of these documents. They should be delivered to the administration of the Academy no later than September 30, 2018.

## *School Fees*

In the 2018-19 school year, you will pay US \$100 for the entire year. The US \$100 will be paid in one installment.

**This year, school fees can be paid in cash or by visiting UBA bank. If paying through the bank, the payment should be made out to 'Monrovia Football Academy', with the following account number: 53030030006952. The payment is due by Sunday, September 30, 2018.**

\*Please note: If school fees are not paid on time, the following will occur:

- a. The student will have recess and play time taken away.
- b. The student will not be allowed to play in football matches against other teams.
- c. The student will not take part in Academy field trips and special events.



## ***Daily Schedule***

5:45am	Rising Bell (A Team)
6:00-6:45am	Morning Workout (A Team)
6:45am	Rising Bell (B and C Teams)
7:00am	Inspection and Breakfast
8:00am	Start of School
11:45am	Lunch
2:15pm	End of School
2:30pm	B/C Training; A Life Skills
4:00pm	A Training; B/C Life Skills
5:30pm	Shower and Change
6:30pm	Dinner
7:30pm	Study Hall
8:30pm	Play Time
9:15pm	Prepare for Bed
9:30pm	In Dorm Rooms
9:45pm	Lights Out

## ***Key Dates and School Vacation***

- September 14.....School Orientation
- September 17.....First Day of School
- November 1-4.....Thanksgiving
- December 22.....Holiday Celebration
- December 22-January 6.....Christmas Break
- February 7-10.....Mid-Year Break
- April 18-22.....Easter Break
- June 17-21.....Final Exams
- June 28.....Graduation and Yearend Celebration

## ***National Holidays***

- January 1.....New Year's Day
- February 11.....Armed Forces Day
- March 13 (2<sup>nd</sup> Wednesday).....Decoration Day
- March 15.....JJ Roberts Birthday
- April 12 (2<sup>nd</sup> Friday).....Fast and Prayer Day



- May 14.....Unification Day
- July 26.. .....Independence Day
- August 24.....Flag Day
- November 1 (1<sup>st</sup> Thursday).....Thanksgiving Day
- November 29.....William Tubman's Birthday
- December 25.....Christmas Day

## ***Attendance Policy***

We take attendance EXTREMELY seriously. All students must meet the following attendance standards in order to remain at Monrovia Football Academy beyond this year.

- a. A student's total number of unexcused absences cannot exceed 20 days of school
- b. A student's total number of unexcused late days cannot exceed 40 days of school

## ***Student Conduct***

\*Please refer to the Discipline Protocol and Campus Rules & Regulations for further information.

### **Good Behavior**

- 1. Students must arrive on time wearing clean clothes.
- 2. Students should arrive at the Academy ready and eager to learn.
- 3. Students must pay attention when their teacher or coach is talking.
- 4. Students must raise their hand and wait to be recognized before speaking.
- 5. Students should complete assigned homework and study their notes every night.
- 6. Students must complete all assignments in a timely manner.
- 7. Students must abide by the school slogan and school values.
- 8. Students must always do their best.

### **Bad Behavior**

- 1. Any student found with chains, hats, bracelets, earrings, different socks, and any other attachment aside from the official school uniform will have that item seized.
- 2. Every student is required to report to a staff member when another student offends him/her.
- 3. There should be no form of disturbance by any student during life skills lessons, football training, lunch, and academic classes.

### **Serious Misbehavior**

- 1. Students should not insult classmates or staff members.
- 2. Students should not steal.
- 3. Students should not offer dirty food or water to anyone.
- 4. Students should not engage in any act of gambling.
- 5. Students should not engage in any act of bribery.

### **Cheating**





1. Students must not cheat on any academic or football assignment.

### **Other**

1. Any student caught smoking or under the influence of drugs at the Academy or on school programs/ activities will be expelled.
2. Any student caught drinking or under the influence of alcohol at the Academy or on school programs/activities will be expelled.
3. Any student involved in a sexual act or sexual relationship of any kind with a fellow student or a staff member will be expelled.

### ***Honors & Awards***

At the end of each Marking Period, the Academy staff will select the best academic student, the best football player, the most disciplined student-athlete, and the best all-around student-athlete.

The four individuals selected will be allowed to select a prize in front of everyone at the Academy.

At the end of the school year, the Academy staff will select recipients for the following awards:

- Student of the Year (for each class)
- Male Footballer of the Year
- Female Footballer of the Year
- Most Respectful and Disciplined Student
- Cleanest and Most Organized Student
- Most Improved Student
- Most Improved Footballer
- Student-Athlete of the Year



## Academic Policies

### ***Grading System***

Grades for each Marking Period will be determined using the following grading scale:

- Attendance: 5%
- Participation: 10%
- Homework: 10%
- In-Class Assignments: 20%
- Quizzes (at least two): 25%
- Test: 30%

The 1<sup>st</sup> Semester grade will be determined using the following grading scale:

- Average of grades from Periods 1, 2, and 3: 70%
- Semester 1 Exam: 30%

The end-of-year grade will be determined using the following grading scale:

- Average of grades from Periods 1, 2, 3, 4, 5, and 6: 80%
- Semester 1 Exam: 10%
- Final Exam: 10%

\*Any student excused from school for an illness, emergency, accident, or for any other genuine reason will be given make-ups.

\*\*All incompletes for a given Marking Period will be filled with a failing grade of 50%.

### ***Promotion Requirements***

All MFA students must meet the following standards to progress to the next grade level at the end of the school year.

- Yearly average of 70% or above on all subjects averaged together
- Yearly average of 70% or above in 3 of the 4 core subjects: Language Arts (average of English, reading, writing, phonics, and spelling), Math, Science, and Social Studies
- Students must achieve a 50% or higher on the next grade level's entrance exam
- Students must have sufficient attendance

### ***Double Promotion***

Students who perform exceptionally well may be given double promotion at the end of the first semester. Administration and staff will evaluate student performance. If a student is in position for double promotion, then administration and staff will communicate with the student's parents and obtain consent before promotion. In general, exceptional performance suggests a minimum average of 96%.



## ***Demotion***

Students who perform particularly poorly may be demoted at the end of the first semester. Administration and staff will evaluate student performances. In general, particularly poor performance suggests an average below 60%.

# **Academy Parents**

## ***Consent of Parents***

Parental/Guardian consent must be obtained for all activities involving students outside of normal Academy activities.

## ***Parent Association***

We are asking that the parents develop an independent association with a management team. The parents should have a spokesperson who delivers messages on behalf of the parents. The parent association will be responsible for helping us ensure all parents attend parent/teacher conferences, school gatherings, and other important school events.

\*We will organize the first Parent Association meeting during Marking Period 1. At this meeting, the parents shall elect a management team to lead the Parent Association and communicate directly with Academy staff.

# **Pride in Liberia**

## ***Pledge of Allegiance***

I pledge allegiance to the flag of Liberia, and to the Republic for which it stands. One nation, indivisible, with liberty and justice for all.

## ***The National Anthem***

All hail Liberia, hail! (All hail!) All hail Liberia, hail! (All hail!) This glorious land of liberty, shall long be ours. Though new her name, green be her fame, and Mighty be her power. In joy and gladness, with our hearts united, we'll shout the freedom, of a race benighted. Long live Liberia, happy land! A home of glorious liberty by God's command! A home of glorious liberty by God's command!