



LIBERTY
BIBLE ACADEMY
Developing Leaders for Christ since 1984

K-12 Parent-Student Handbook

2015-2016

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Introduction

Welcome to Liberty Bible Academy. We trust your association with our school this year will be an enjoyable and profitable experience.

As we work together, the three most important influences in your child's life will be your home, your church, and Liberty Bible Academy. We believe that our role is to support your home and church in the spiritual, social, and academic training of your child; and we count it a privilege to be your partners in this most important task.

This handbook contains information that will help you understand our program. The educational partnership is a unique relationship requiring each party to undertake certain responsibilities. This manual will help you to understand what to expect from us, as well as what we expect from you and your child.

We request that parents read this entire handbook and discuss and/or review appropriate and applicable policies, procedures, and rules with their child before the first day of school each year.

Statement of Purpose

The purpose of Liberty Bible Academy is to develop Christian leaders through an education of academic excellence and discipleship to embrace Christ's call to live the life God has purposed.

To accomplish this purpose, Liberty Bible Academy has the following aims and objectives:

- To provide for the students and faculty a classroom and campus environment which is Christ-centered, truly patriotic, and in obedience to God's Word.
- To teach all subjects in a manner to create in each student an awareness of God's supreme authority over all creation.
- To present the Bible, God's Word, as the only reliable and true revelation of God's nature and His redeeming purpose and will for mankind.
- To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins.
- To provide spiritual training and to foster the development of Christian character and holy living in each student.
- To train and prepare youth to make worthy contributions to the cause of Christ in the home, church, and community.
- To help each student aspire to positions of responsibility in full- or part-time Christian service, wherever that call for service may be.
- To do all things necessary to the accomplishment of the purpose for the existence of Liberty Bible Academy.

Liberty Bible Academy will strive to develop each student's mind, body, and spirit to his/her fullest potential through challenging course work, state of the art technology, visual and performing arts, athletic opportunities, and spiritual training by a select group of Christian teachers and staff. Students who attend LBA will be encouraged to become successful Christ-centered citizens through the study and application of God's Word.

Statement of Philosophy of Education

LBA's educational philosophy is founded on the fact that there is a final, absolute truth, which centers in the Creator God, and is revealed in the inspired, infallible, inerrant, and authoritative Bible and is personified in Jesus Christ, the eternal Son of God. Therefore, education is a Christ-centered, Biblically integrated process whereby students develop spiritually, socially, mentally, physically, and emotionally through the intentional guidance of God-fearing mentors.

The ultimate aim of life is conformity to Christ, achieved by a personal relationship with our Heavenly Father, evidenced by the fruit of the Spirit, and a disciplined life of sacrificial service. Upon this foundation we believe all students need to come to know Christ as their personal Savior. We believe a student's life should center on Christ, placing Him in control of every action and decision. Knowing the temptations of this world and our propensity for sin, we believe students must know God's Word, and choose to apply it personally, with the goal of developing Christ-like character and evidencing the fruit of the Spirit.

Since all children are created in God's image to bring glory to Him, we strive to treat each child with dignity, love, and respect; to value each child; and to prepare them to love and serve the God who created them. Each child is uniquely created; therefore, we seek to guide our students in the discovery and development of their individual abilities. We will encourage students to use their talents and gifts to glorify God and edify others, rather than to be self-serving.

Building a community of continuous and effectual learning is essential to fostering productive, responsible, and successful Christian citizens. Therefore, we endeavor to educate all students in deference to their varying and individual learning styles and abilities. Optimum learning at LBA occurs in a nurturing, disciplined classroom where the teacher strives to be completely aware of each child as a unique individual and to encourage all students through effective interaction.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33),
 - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
 - His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11),
 - His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),
 - His Resurrection (John 11:25, 1 Corinthians 15:4),
 - His Ascension to the right hand of God (Mark 16:19),
 - His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8,9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28,29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12,13, Galatians 3:26,28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13,14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Educational Programs

Pledges and Devotions

Each morning as the school day begins, all students recite pledges to the American flag, the Christian flag, and the Bible. Devotions are also held at this time. All students will memorize the pledges. They are given below.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet, and a light unto my path, I will hide its words in my heart that I might not sin against God.

Curriculum

Bible study is a fundamental requirement for all students at Liberty Bible Academy. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." (Proverbs 1:7) The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and hearts of students like the Bible. Students are taught a planned program of Bible study each day with the exception of those days they meet for chapel.

The curriculum includes each of the subjects listed below for kindergarten, elementary, and middle school. All subjects are considered from a Christian perspective, giving each student a well-rounded, Bible-centered education.

Kindergarten

The kindergarten curriculum is a complete educational program in which children are taught to read phonetically. In addition to reading and phonics, the curriculum also includes writing, mathematics, science, social studies, art, music, physical education, computer/technology, Spanish, and Bible.

Elementary

The elementary curriculum includes reading, phonics/spelling, language/writing, mathematics, science, social studies, art, music, physical education/health, computer/technology, Spanish, and Bible.

Middle School

The middle school curriculum includes literature, grammar/composition/vocabulary, mathematics, science, social studies, art, music, physical education/health, computer/technology, STEM, Spanish, and Bible.

Textbooks and Materials

Textbooks

The school supplies textbooks. Non-consumable textbooks remain the property of the school. Consumable textbooks, workbooks, and materials also remain the property of the school. However, as it deems appropriate and at its sole discretion, the school will generally release most of these consumable items to students as they are completed or at the end of the school year. Any unused materials from test/quiz booklets will not be released.

Students will be charged for the total price of replacement, if textbooks are lost at any time during the year.

Non-consumable textbooks are to be returned in as good condition as when received, allowances being made for wear caused by careful use. No marks are to be made in them. Covers are to be kept clean. Damaged non-consumable textbooks will be assessed accordingly.

Materials

Basic materials such as pencils, pens, crayons, notebook paper, glue, etc., are to be furnished by students. An exception to this is that children in kindergarten will be furnished with all basic materials needed. Homeroom teachers will provide specific information concerning materials needed each year.

Homework

Homework is an integral part of the educational process. Developing strong homework habits provides reinforcement of skills and concepts as well as a sense of responsibility for one's own learning. Homework is assigned on a regular basis, and students are expected to complete it and bring it back to class on time. Failing to turn homework in on time will affect the student's grade. Students may also miss recess or other special activities for neglecting to turn in homework. Ten minutes of homework per day per grade will generally be considered an appropriate amount of homework. If your child spends quality homework time in excess of this time frame, a written note from the parent will generally excuse the child from incomplete work.

Here are some ways a parent may help with studies at home:

- See that the student has an organized and complete way of recording assignments using the assignment book, which is issued at the beginning of each year for grades one through eight.
- Be sure the student is provided with a quiet, well-lighted study area.
- Keep distractions of any sort to a minimum. Phone calls should be limited and minimized during study times.
- Check periodically to make certain the homework is done completely and accurately. Showing this interest can be a help and encouragement.
- Be sure all necessary tools and materials for work are available.

Chapels and Assemblies

Attendance at chapel services and other assemblies is required of all students. Chapel is held regularly and is a time of group worship. Students are to be on their best behavior, participating appropriately in each portion of the service. Parents are invited and encouraged to attend chapel services whenever possible.

Library

Students are encouraged to use the library. Books generally may be checked out for two weeks and renewed one time for an additional two weeks. All books should be returned when due. A fine of 10¢ per day, including weekends and holidays, will be charged for overdue books. Students will be charged for lost or damaged books. Students may not check out reference materials including those housed in the various classrooms. Students may be permitted to make copies for 10¢ per page.

Field Trips

Field trips play an important role in enriching the education experience. They are much more than a day away from the books! We believe that hands-on experiences provide excellent opportunities for learning. Students are expected to participate in these experiences, and may be given an assignment to complete on a related topic if they do not participate in the field experience.

While away from school students must remember that they are representatives of Christ and of LBA, and conduct them accordingly. Exemplary behavior and dress are expected.

Parents must sign a permission slip for each child. Classroom teachers will select chaperones on a rotational basis. Anyone not selected as a chaperone for a particular field trip that wants to attend is welcome to meet his/her student at the destination. All drivers must have proof of insurance on file in the school office. Proper seating must be provided by the parent, in accordance with state law, in order for the child to participate in the activity. Students will not be released to go home directly from the site of a field-trip visit without preapproved permission.

ACSI Student Activities

Students may participate in a number of activities sponsored by the Association of Christian Schools International (ACSI) each year. These events may include but are not limited to a Math Olympics, Spelling Bee, Speech Meet, Creative Writing, Science Fair, and Art Festival.

For some events, students must score or place appropriately during an in-school qualifying event before they may participate in the ACSI event. Other events have an open registration whereby all students desiring to participate may do so.

Students will be charged a small registration fee for each event in which they participate. Dates and locations of events, registration fees, and other pertinent information will be communicated appropriately throughout the school year.

Most of these events will take place on Saturday (a non-school day) and parents will need to provide or arrange for transportation to and from the event.

Band Classes

Band classes are offered to middle school students. Instruments are loaned to students each year. Special attention must be given to proper care for the instruments. Parents and students will be responsible for any lost or damaged items. More information about the music program expectations for each year will be provided to parents at the beginning of each school year.

Grading System

Grades are issued at the sole discretion of the student's teachers based on quiz and test grades, homework grades, classroom performance, effort, and conduct.

The percentage distribution for each letter grade is as follows:

Letter Grade	Percentage Range	GPA Equivalent
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

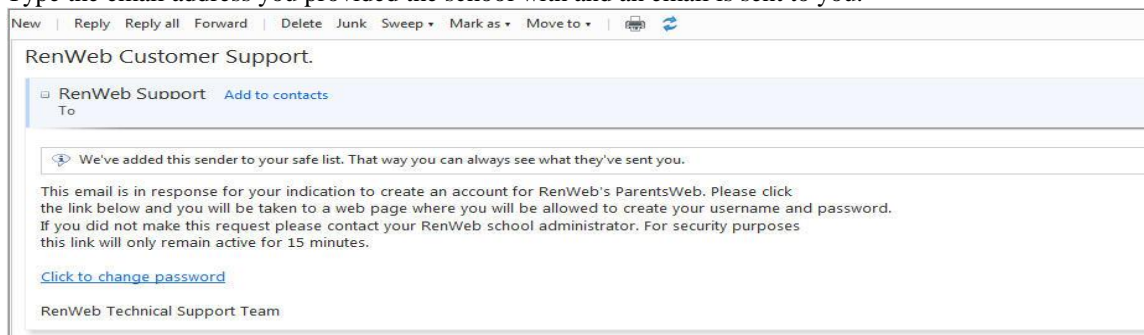
In some subjects an alternate marking system is used to communicate student progress. The key to this system is as follows:
E - Excellent Progress, S - Satisfactory Progress, N - Needs to Improve

RenWeb ParentsWeb

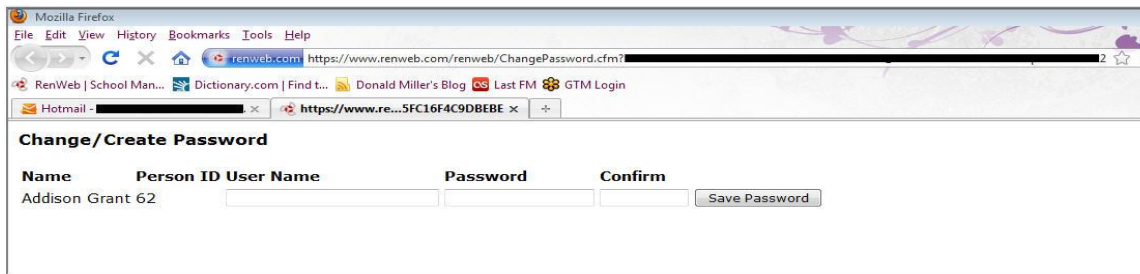
RenWeb's ParentsWeb gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! It is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- First, you need to make sure that the school has your email address in RenWeb.
- Next, go to www.renweb.com and click **Logins**.
- Click **ParentsWeb Login**.
- Type your school's **District Code LB-OH**
- Click **Create New ParentsWeb Account**.
- Type the email address you provided the school with and an email is sent to you.



- Click the **Click to change password** link. This link is only valid for 30 minutes.
- A web browser displays your Name and RenWeb ID.



- Type a **User Name**, **Password** and **Confirm** the password.
- Click **Save Password**.

A message displays at the top of the browser, "**User Name/Password successfully updated.**"



You can now log into ParentsWeb using your new User Name and Password.

Reports of Progress

A report card will be issued shortly after the close of each quarter. You will receive notification from the school when these are available for your viewing through your RenWeb's ParentsWeb account. You may request a hard copy of your child's final report card by communicating with the school office.

As another way of monitoring progress, parents should insist that students bring home papers, tests, and projects for them to see.

Honors for Achievement

Honor Roll

Each quarter an honor roll will be posted with the names of students who have all A's, B's, E's, and S's in all academic subjects.

Administrator's List

For those students who have received A's, E's, and S's in all academic subjects, an Administrator's List will be posted each quarter.

A *Special Certificate* will be awarded to all students making either the Administrator's List or Honor Roll for a particular quarter.

Requirements for Grade Promotion

Grade retention may occur in rare instances when a student fails to make significant progress in core subject areas. Generally speaking, in order to progress to the next grade level, the student is expected to do at least passing work (D-) in all core subjects and to be recommended by the teacher. Standardized tests may also be used to determine whether a student should be promoted to the next grade level. If subjects are failed, and the decision is made to still promote a student, the school will consult with the parents about possible makeup work or tutorial help.

Testing

All students, kindergarten through eighth grade, are required to take a standardized achievement test each spring. Results of these tests will be sent home to parents in late May or early June. The office should be consulted if additional information is desired.

Campus Life

School Day

The school day is from 8:00 A.M. to 3:00 P.M. each day Monday through Friday. The hours are the same for kindergarten.

Transportation

School bus transportation is available through several surrounding public school districts. For districts that do not provide transportation, payment in lieu of transportation may be available for eligible families. Further information may be obtained by contacting Liberty Bible Academy or the transportation office of the school district in which the family resides.

Families wishing to use public school transportation must complete and submit a *Parent Authorization for Public School Transportation* form. Forms may be obtained from Liberty Bible Academy and must be completed and returned before students will be released to public school buses in the afternoon. Any temporary changes to this authorization must be communicated in writing by a parent. A fax or email will be accepted as written communication. Any permanent changes to this authorization must be communicated by completing and submitting a new form. In either event, the parent is required to call the school office to confirm the receipt of the written note, fax, email, or new form.

Before and After School

Students should plan to arrive at least 10 to 15 minutes before 8:00 A.M., at which time school is scheduled to begin. Students may arrive as early as 7:00 – 7:30 A.M. but must be checked in the *Before School-Age Child Care Program* and will be charged per fee schedule. Parents wishing to simply drop off their children may pull up to the curb. **Passengers must exit vehicles from the curbside as a safety precaution.** Parents wishing to come into the building for any reason must park in a parking space. **Please do not leave unattended vehicles at the curb.** All traffic is one-way around the flagpole island. Please observe directional arrows. Upon arriving at school each morning, students are to enter the building through the front doors. One trip to use the restroom facilities will be permitted; however, all students must be in their seats, ready for school to begin at 8:00 A.M.

The school day ends at 3:00 P.M. Unless the school-age child-care program is being used, parents should be at the school prior to dismissal time. There is a fifteen-minute grace period.

Parents wishing to simply pick up their children should form a single line of vehicles at the curb beginning at the end of the sidewalk just past the main entrance. This line should be kept tight, and extend back past the south parking area and around the corner toward Old Irwin-Simpson Road. A gap should be left for school buses as marked by the signs at the curve in the sidewalk by the south exit. Parents should move their vehicles forward as buses leave and other spaces open to maximize usage of the curb and sidewalk.

Parents will be given name or numbered placards to be displayed in the front or side windows of their vehicles at the time of pickup. These placards will be used to accurately identify vehicles as students are released each afternoon.

Homeroom teachers will escort students outside at dismissal time each day, weather permitting. As teachers identify vehicles at the curb, they will release students to board their vehicles. **All passengers must board from the curbside only.**

Homeroom teachers will remain outside (or in the front hallway during inclement weather) for up to fifteen minutes to help expedite the dismissal process. After fifteen minutes, if any of their students are remaining, they will turn them over to a child-care supervisor who will escort them to the school-age child care program. Parents arriving after 3:15 P.M. will need to pick up their children from the school-age child care program and will be charged a child-care fee. Child-care fees and other specific details may be found in the following section.

Parents wishing to come into the building at dismissal time for any reason are asked to park in a parking space. **Please do not leave unattended vehicles at the curb.** For the first fifteen minutes after dismissal, children whose parents have entered the building may remain under the supervision of their homeroom teachers. Parents must assume responsibility for their children no later than 3:15 P.M. **All parents who have parked their vehicles in a parking space are responsible for escorting their children to their vehicles.**

The playground is closed from 3:00 P.M. to 3:15 P.M. No students may be on any part of the playground during this time. Students may not re-enter the building at any time after 3:00 P.M. without the specific permission of a teacher or supervisor or unless they are with their parents.

If for any reason a student will not be leaving school in the afternoon with his or her parent(s) or by his or her normal means of

transportation the parent(s) should notify the school. (This would include such things as a student riding home with another student to spend the night, a student that normally rides in a carpool being picked up by his or her parents or someone else, etc.) This will enable us to see that students leave by the means their parents intend and also relieve us of the responsibility of acting solely on a student's word.

School-Age Child Care Program (SACC)

School-age child care is available for students enrolled in Liberty Bible Academy. The program is licensed by the Ohio Department of Education and adheres to the policies and procedures of this *Parent-Student Handbook*.

Purpose

The school-age child care (SACC) program will provide school-age children with a safe, nurturing, and educationally supportive environment that gives children the opportunity to participate in a variety of engaging activities and games that are developmentally appropriate, and encourage their social, emotional, physical, intellectual, and spiritual development.

Goals

- Caring and creative staff will supervise school-age children.
- School-age children will play and work in safe and healthy indoor and outdoor environments.
- School-age children will be given opportunities for recreation, social interaction, creative expression, intellectual stimulation, and academic responsibilities.
- School-age children will be allowed a time to eat a nutritious snack provided by parents if they are in the program for more than 30 minutes.
- School-age children will learn to make positive, productive, and safe choices for working and playing together.
- School-age children will follow the rules for appearance guidelines and conduct as stated elsewhere in this handbook.

Program Hours, Fees, and Policies

School-age child care is available for students on school days from 7:00 A.M. to 7:30 A.M. and from 3:15 P.M. to 6:00 P.M. The fee will be charged one-fourth the hourly rate each fifteen-minutes or fraction thereof. If you have a child enrolled in the Liberty Bible Academy kindergarten through eighth-grade program and another child enrolled in preschool, you may drop off your preschooler at 8:00 A.M. and not be charged the half-hour (8:00-8:30 A.M.) morning care fee. The hourly rate is \$5 per hour, per child.

Parents wishing to use SACC on a regular or an occasional basis will receive statements sent home for the child care charges to be paid on a monthly basis; or, an advance deposit may be credited to your account and funds will be expended as time is used.

To avoid day-care fees, students must leave the school grounds or their parents and/or the vehicles they are riding must have arrived at the school by 3:15 P.M. An exception will be made for students riding buses that arrive after 3:15 P.M.

In any event, all children using SACC must be picked up by 6:00 P.M. A fee of \$10.00 per hour per child (prorated on the same basis as regular child-care fees) may be charged after this time.

All parents arriving to pick up their children from SACC are required to park and come into the building. **All children must be signed out before they will be released.**

Nutritious snacks must be provided by the parent if the child is in attendance in the SACC program past 3:45 P.M. or for longer than 30 minutes. A list of recommended nutritional snacks will be provided to each family with a child in attendance, along with the nutrition information for snacks we have on hand in the event a child forgets his snack.

Communication is the key to every successful relationship. We encourage you to contact us if you have any suggestions, comments, or need to communicate with the SACC director or staff. You may contact the school office, send written communication with your child in a marked envelope, or set up a time to meet with the SACC program leader(s) in person. We truly value your input and feedback.

Enrollment

All families, regardless of their plans for participation in the school-age child care program must complete the *Before and After Care Program* section of the *Enrollment Form* for each child enrolled at Liberty Bible Academy. These sections are necessary for the program to be in compliance with the Ohio Department of Education regulations in the event that an emergency situation occurs and a family uses the program unexpectedly.

Leaving the School Grounds

Once a student has arrived at school in the morning he is not permitted to leave the school grounds until dismissal at the end of the day. The office must approve any exceptions to this. See *Release from Class* under *Attendance Policies* elsewhere in this handbook.

Visitors to the School

Parents are welcome to visit the school. All persons visiting the school for any reason between 8:00 A.M. and 3:00 P.M. are required to stop at the office to sign in and obtain a visitor's pass. When parents visit the school for any reason, they should be modestly and appropriately dressed. Parents desiring to observe a classroom should, when possible, pre-arrange the observation with the office and classroom teacher.

Parents dropping off homework, lunches, etc., should leave them in the office to be delivered at an appropriate time, so as to avoid disruption to the learning environment.

Should any child wish to bring a friend to the school for a visit while school is in session, permission from both the homeroom teacher and the principal must be secured at least one day in advance. All such visitors must wear clothing that conforms to the school appearance standards for students.

Lunch

Liberty Bible Academy provides a regular hot lunch program. The food is prepared and transported to the school by a school nutrition service company and is served with the assistance of parent volunteers. Hot lunches must be ordered in advance by the month. Menus and ordering forms are distributed one week prior to the orders being placed with the food service company. Monthly menus are also published on the school website.

Students that are absent due to illness on a day for which a hot lunch was ordered will receive a credit to be used against their next order. If the absence is not excused, no credit will be given.

Students are not required to purchase hot lunch and may bring their own lunch. All lunches are to be eaten in designated areas only. Proper manners are to be used and will be promoted.

Lunchtime will be scheduled between 11:00 A.M. and 12:25 P.M. A formal schedule will be announced during Get Acquainted Meeting before the beginning of school each year. A recess for kindergarten through grade four and a break for grades five through eight will follow each 20-minute lunch period.

Recess

A noon recess is scheduled each day for kindergarten through grade four as described above. In addition, kindergarten through grade four have a 15-minute recess scheduled each morning.

All recess times will be held outside except for days that are very cold and/or rainy. Temperatures of 30 degrees Fahrenheit and above will generally be considered sufficient for outdoor activities. However, the wind-chill factor will be considered. A wind chill of less than 30 degrees Fahrenheit will therefore be considered too cold for outdoor activities. Students should come to school prepared with proper clothing. During the winter months this would include warm coats, hats, boots, and gloves or mittens.

Students will not be permitted outside without a jacket if the temperature is below 50 degrees. Students are also required to have boots on to play outside when there is one inch or more of snow on the ground.

All students are expected to participate in any outdoor recess; however, in the event of illness, a student will be allowed to stay in if accompanied by a note from a parent. A student may be excused from outdoor recess for up to one week with this note. If the illness persists, the parent must send a new note from a physician to extend the excused period.

Athletics / Clubs

Liberty Bible Academy has a variety of activities after school. Each year forms will be sent out to establish the athletics and clubs in which the students wish to participate. Parents wishing to help with the ongoing development of these programs should contact the school office.

Uniform Policy

All students attending Liberty Bible Academy are required to wear selected uniforms available through our school uniform

provider, Educational Outfitters. Parents will be notified when students arrive at school out of uniform. Uniforms are to be properly worn: tucked in, neat, clean and mended. Please adhere to the following guidelines when purchasing school uniforms for your child:

Warm Weather Uniform (First and Fourth Quarters)

- Boys and Girls wear light blue, short or long-sleeve oxford shirt, with LBA logo. (Plain white T-shirt may be worn under.)
- Girls wear navy or khaki skirt, skort, *or shorts*, purchased through Educational Outfitters. Girls may also wear the approved plaid jumper with a white, peter pan blouse.
- Boys wear navy or khaki pants *or shorts*, purchased through Educational Outfitters.

Cold Weather Uniform (Second and Third Quarters)

- Same as above, with the following exceptions:
- Shorts are not permitted during the second and third quarters.
- In addition to jumper, skirt, or skort options, *girls are permitted to wear uniform pants* purchased through Educational Outfitters.
- It is *strongly recommended* that all students, boys and girls, wear a navy vest, sweater, or cardigan with LBA logo during the winter months. Non-uniform sweaters are not permitted to be worn inside the classroom.

Additional Appearance Guidelines

Spirit Days: Fridays are Spirit Days at LBA. Students are permitted to wear LBA Spirit Wear or LBA club or program tops and sweatshirts. These tops should represent the school. Students should continue to wear the uniform shorts, slacks, skirt, or jumper. *Spirit wear is for tops only.*

Hair Regulations: Hair is to be clean and neatly groomed. Distracting or inappropriate hair styles (i.e. Mohawks) or non-natural hair colors are not permitted. Boys should wear conventional style cuts with eyes and ears visible, and hair should be neatly trimmed across the back of the neck.

Shoes and Accessories: Hats or caps may not be worn in the building. For girls, no jewelry other than basic earrings are permitted (no hoops or dangling earrings, please). Gym shoes or dress shoes may be worn with appropriate socks or leggings. Students should not wear flip-flops or high heels to school. On P.E. days, girls are required to wear shorts or leggings under skirts.

Modified Dress Code: Certain outdoor field trips or athletic events may not require a uniform. When permitted to be out of uniform, students should follow these guidelines:

- Uniforms are not required.
- Shirts must have sleeves.
- All clothing should contain positive and school appropriate messages.
- Low-cut or plunging necklines are not permitted
- If a skirt is worn, it should be knee-length or longer.
- If shorts are worn, they must be at least fingertip length, with arm held flat to sides.

Music Programs and Academic Competitions: Music programs may have a specific dress-code, which will be communicated prior to the event. If there is not a specific dress-code, students should follow these guidelines.

- Boys should wear nice dress pants with a button up or polo shirt (tie is optional).
- Girls should wear a nice dress/skirt, (knee-length or longer) or dress slacks.
- Sleeves should be worn, and low-cut or plunging necklines are not permitted.
- Nice dress shoes should be worn with appropriate socks or stockings.

Exceptions: Exceptions may be made to the uniform at discretion of the school board and administration.

Student Conduct

Our school cannot serve God and families effectively without some guidelines concerning the behavior of students. Obviously, it is impossible to list rules and regulations to encompass the complete behavior of all students; however, the rules and regulations below, and those discussed or referred to elsewhere in this handbook, will serve as some basic guidelines for student conduct.

General Regulations

To maintain consistency and a positive school climate LBA students must follow these behavior guidelines:

- Attend school regularly, be punctual and present notes to explain absences.
- Remain in seat and raise hand to obtain permission to speak in class.

- Respect and follow the instructions of teachers and others in authority.
- Demonstrate reverence and respect during devotions and chapel.
- Attempt all tasks that are expected, to the best of my ability, including homework.
- Behave in a responsible, polite and courteous manner without harassing, bullying, intimidating, discriminating or threatening anyone in any way.
- Behave in a way that shows respect for self and others and resolve conflict in a peaceful manner.
- Behave in a manner that keeps me and others safe, both in and out of school.
- Respect and care for school buildings, school property and the property of others.
- Observe the general standards of dress and uniform requirements of the school.
- Ensure our school is free from dangerous and illegal substances and objects.
- Any form of bullying behavior, whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden. Verified acts of bullying shall result in intervention by the building principal and may result in detention, in-school suspension, out of school suspension, or expulsion depending on the severity of the incident.
- Students are not permitted to chew gum during school, and there shall be no eating in the hallways.
- Cheating, lying, and stealing are strictly forbidden.
- Students are not to run, throw any objects, engage in any type of horseplay, or boisterous activities in the school.
- No profane, abusive, or vulgar language may be used.
- No pets may be brought to school without permission of a teacher.
- Students are not permitted to bring weapons (real or pretend), electronic devices (video games, DVD players, radios, CD players, cell phones, or laser pointers), dangerous or inappropriate toys (bakugan, pokemon, items pertaining to the occult), or inappropriate pictures, magazines, or books (as determined by the teachers and administration) to school.
- Students are encouraged to keep their hands to themselves in order to maintain a safe and professional learning environment. This includes public displays of affection such as kissing or hand-holding.

Playground Regulations

- The boundaries of the playground areas will be discussed with students each year. No student may leave the designated play areas to chase a ball, etc., without permission from a supervisor on duty.
- Students are to leave and return to the building in a quiet and orderly fashion. There is to be no running or walking through the ornamental flower and shrubbery beds. While returning to the building upon the conclusion of a recess period, students are to line up orderly at the designated entrance. Students checking balls or playground equipment out are to be responsible for their return to the proper storage area.
- Lunches are to be eaten inside prior to the noon recess; however, small items may be taken out with consideration on the part of the students that all wrappers and trash are disposed of properly in the trash container on the playground.
- Students are to respect the rights of fellow students at all times. Excessive teasing or pestering is forbidden. Good sportsmanship is to prevail at all times.
- Students are not to engage in unnecessary roughness such as pushing, tackling, wrestling, tripping, etc. Senseless "daredevil" type acts are not permitted. Throwing stones or sticks is absolutely forbidden.
- Playground equipment is to be used safely.
 - Swings are to be used in a sitting position and are not to be used as "bumper cars" or for twisting. Students should not jump off swings while in motion.
 - Slides are to be used for sliding. Students are not permitted to do flips, etc., while sliding down and are to land on their feet. Running up a sliding board and climbing over the safety railings on the play structure are not permitted.
 - Students are not to climb on top of any of the play structure rails or on the outside or top of any of the enclosed sections. They are not to climb on top of or through the monkey bar sections of the play structure. Students are to use the tetherball equipment as it was meant to be used, and the stands are not to be tipped over, rolled, or moved in any way.
 - Students may not hang on the basketball hoops or climb the posts.
 - Students may not pull or hang on the volleyball net.
 - Bats, balls, hoops, and jump ropes should be used properly and treated with care.
- Students are not permitted to throw snowballs. Only students wearing boots are permitted to walk in the snow, and only students wearing gloves or mittens will be permitted to handle snow.

Student Required Use of Technology & Internet Safety Policy

Introduction

The vision of Liberty Bible Academy is to strive to develop each student's mind, body, and spirit to his/her fullest potential through challenging course work, state of the art technology, visual and performing arts, competitive athletics, and spiritual training by a select group of Christian teachers and coaches. The use of state of the art technology presents endless possibilities and new challenges for the vision of LBA. Technology is constantly growing and changing and is present in nearly every aspect of our world. It is vital to equip

our students with the knowledge, skills, and expertise necessary to maximize the potential of technological tools in their education. To ensure that technology is being used for its intended purpose at LBA and that conduct reflects this purpose, LBA has created the **Student Required Use of Technology and Internet Safety Policy**. This policy serves as the official guideline for what the appropriate use of technology is in terms of utilization, behavior, and consequences for misuse.

At Liberty Bible Academy, we wish to partner with parents in the education of our students. While we will be incorporating Digital Citizenship into our STEM programming, we believe the parents; have the primary and ultimate responsibility for the education of their children and their behavior. A positive, safe, and accepting environment is conducive to maximum learning. Students must learn self-control, respect for authority, and to take personal responsibility for their own actions and behavior.

General Information For Users of Technology

LBA is using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Internet access and activities utilizing all technologies in our school is strictly limited to educational purposes. LBA has two levels of filters on-campus to guard against inappropriate content being seen and/or used by anyone connected to our network.

Agreement Form

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached *Required Use and Internet Safety Policy- User Agreement Form*. The signed form must be on file in the office before Internet access is permitted. Signing the form indicates that the student and his or her parent/guardian will abide by the rules governing Internet and other technology access as stated in this policy.

Required Use of Technology and Internet Safety Policy

General

- Liberty Bible Academy must have on file a signed Required Use of Technology and Internet Safety Policy Acknowledgement Form for any student using technology resources, Internet accounts, school-sponsored accounts, or personal accounts to access the Internet.
- All Internet access and use of other electronic communication technology is strictly limited to educational purposes. These must be signed and submitted each school year.
- Liberty Bible Academy adheres to the Children's Internet Protection Act, which is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers.
- The school has right of access to any electronic devices on school property or owned by the school.
- All information received or sent from school property remains the property of the school and is not considered confidential.
- The school reserves the right to investigate the download history of all school computers.
- There shall be no reasonable expectation of privacy.
- The school also will have right of access to any on-line account owned by the school.
- This includes, but is not limited to, any school provided network id or email address.

Email, Web Browsing, And Social Networking

- Students are not allowed to access personal email accounts from school.
- Social networking sites are not to be accessed by students at school.
- LBA realizes that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur. Therefore, this policy applies to all Internet communications available to the public.
- All Internet communications are subject to this policy and the LBA Parent/Student Handbook with the understanding that students and staff represent LBA at all times, not just during school hours.

School Responsibility

The school shall provide access to technological resources, including the Internet, for educational purposes only. LBA shall also provide training for students in the appropriate use of technology (Digital Citizenship). LBA does not guarantee the accuracy of information gathered from school computers or the Internet. LBA shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material. LBA will provide filtered Internet access and periodic checks of email and the LBA technology committee will make network ids. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

Student Responsibilities

Specifically, the student:

- Will make available his or her iPad, network account, and/or email account for inspection by an administrator or teacher upon request. Files stored and information accessed, downloaded or transferred on LBA-owned technology (including LBA email

addresses) are not private.

- Will access LBA technological resources for educational purposes only.
- Will not share passwords or attempt to discover passwords. Sharing a password could make students liable if problems arise with its use and subject to disciplinary action.
- Will strictly adhere to copyright laws and only download/import music or other files to an LBA owned technology device that he or she is authorized or legally permitted to reproduce, or for which he or she has the copyright.
- Will not plagiarize.
- Will only use the iPad for ethical and legal purposes.
- Will refrain from unauthorized access, including hacking or use of another person's account.
- Will not bypass the school firewall and/or filtering, nor do harm or alter school property.
- Agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances.
- Is responsible for any Internet-based communications that adversely reflect on the students' or schools' Christian testimony, that contain confidential school information, that disparage the school or its students or staff, or that violate the school's antidiscrimination, anti-harassment policies. Behavior of this sort may result in requests to remove the communication and in disciplinary actions.
- Is responsible for information that is sent and received under his/her personal and/or school Internet account.
- Is personally responsible for all material they post or blog on a website or for content posted by third parties to the employees' or students' social networking or blog Web pages.
- Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to LBA owned and maintained local, wide, or area networks. Home Internet service is the responsibility of the student both in cost and configuration.
- Will keep the iPad secure and damage free.
- Will not tamper with computer hardware or software; engage in unauthorized entry into computers, nor vandalism or destruction of the computer or computer files.
- Will not change the settings on an iPad or computer without express direction from a teacher. This includes, but is not limited to passcode lock, photo sharing, location services, and language.

Disciplinary Action

LBA may take disciplinary action against any student, who violates the *Required Use of Technology and Internet Safety Policy* or other policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. According to school policy and procedures, the following are not permitted:

- Submitting, publishing, and/or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or otherwise illegal material, on or off school property.
- Using the LBA network, e-mail, instant messaging (on any electronic device) for cheating and/or communicating during tests or exams.
- Using translation software or copying on-line translations.
- Using another person's password or login and/or trespassing in another person's folders, work, or files.
- Impersonating another on any social networking sites, blogs, wikis, or interactive sites of this kind.
- Violating copyright laws.
- Accessing inappropriate matter on the Internet or World Wide Web.
- Unauthorized access, including so-called "hacking" or "pirating" and other unlawful activities online.
- Abusing or wasting limited resources.
- Downloading and/or installing non-approved programs or video files on school computers.
- Using chat rooms, online or instant messaging while at LBA or in the LBA network or on any LBA computer or any other device unless assigned and supervised by a member of the faculty or staff.
- Access to non-school e-mail accounts.
- Employing the network for non-educational and/or commercial purposes.
- Using the LBA network to promote individual benefits or outside fundraising that does not pertain to LBA.
- Students without that teacher's explicit permission shall record no teacher.

Lost, Stolen, Damaged Ipad

If the student's iPad is lost, damaged, or stolen, the school office must be notified immediately. The student and his/her family may be liable for the cost of replacing the iPad if we find the student is negligent in the care of the iPad.

Use of school computers and Internet access is a privilege, not a right, and is limited to those students who have read and signed the "Computer / Internet Usage Agreement" which can be found in the "Forms" section of handbook. Inappropriate or unauthorized use will result in the loss of those privileges and appropriate disciplinary action.

Discipline Code

Liberty Bible Academy attempts to create an environment of love, grace, and mutual respect. Teachers will proactively address behavior concerns in a Christ-like and loving manner, offering many opportunities for modeling, and positive reinforcement of desired behaviors.

Liberty Bible Academy reserves the right to apply reasonable consequences, as teachable moments, when students fail to comply with the rules and regulations of the school or engage in undesirable behaviors. Various forms of discipline will be administered, depending on the nature of the offense and the frequency of commission. Disciplinary action may range from a simple reprimand up to and including expulsion from school.

Liberty Bible Academy Discipline Policy

VIOLATIONS		
Class A Handled by Classroom Teacher	Class B Possible Referral to Office	Class C Mandatory Referral to Office
Talking	Lying	Intentionally causing physical harm to another person
Littering	Cheating	Possessing or using tobacco products
Out of Seat	Intentional out of bounds/skipping class	Possessing or using controlled substances such as alcoholic beverage or intoxicant
Food outside designated area	Blatant/flagrant defiance of authority	Damaging school or private property
Passing/writing notes	Threatening to harm someone	Stealing or knowingly receiving stolen property
Class or school disruption	Profanity/vulgarity	Committing an obscene act
Late for class/unprepared for class	Inappropriate forms of PDA (public display of affection)	Possessing/furnishing a firearm, knife, explosive or other dangerous object at school
Chewing gum	Repeated class A violations	Leaving building during school day without official permission
Horseplay		Repeated class B violations
Electronic devices (will be confiscated and given to parent)		
Uniform violation		
Disrespect		
Using unkind words		
CONSEQUENCES		
<i>Consequences determined, at the discretion of teacher/administration, considering age of student, severity of infraction, and number of re-occurrences.</i>		
Class A	Class B	Class C
Teacher counting system	Depending on age of student (K-5), class A consequences may apply	Parental Involvement/Meeting
Time out in the hallway	Parental Involvement/Meeting	Depending on age of student (K-5), class A or B consequences may apply
Loss of play time or privileges	Lunch Detention	1-3 Day ISS
Writing sentences or an essay on appropriate behavior choices	½ Day ISS (In school suspension)	1-5 Day OSS (Out of school suspension)
Lunch detention	1 Day ISS	Possible Police Notification
After school detention	2 Day ISS	Possible Expulsion
	3 Day ISS	

Explanation of Consequences:

- Loss of Play time: 5-20 minutes spent sitting/standing quietly during recess
- Loss of Privileges: Not able to participate in fun activity (such as class video, party, field trip, etc.)

- Lunch Detention: Student will spend their Lunch/Recess period confined to a specific supervised room (usually the office). Students may also be given a writing activity to complete.
- After-school Detention: Student will spend up to one hour confined to a specific supervised room (usually the office). Students may also be given a writing activity to complete.
- In-School Suspension: Removal of student from the classroom. Assignments are still to be completed and submitted.
- Suspension: A student may be suspended from school, only after a parent-administrative disciplinary conference. Very specific changes in attitudes and actions will be expected prior to readmission. Assignments missed are still expected to be completed and submitted. A readmission parent-administrative conference will be necessary for the student to return to school.
- Police Notification: Police may be notified in the event of criminal behavior.

Expulsion: Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction, or endangering other students.

The Administration has at all times the right to suspend or expel a student for a serious breach of conduct, and/or repeated problems with behavior.

Student Grievance Procedure:

In the event that any student shall feel aggrieved on account of any policy of Liberty Bible Academy, or actions of its agents or employees, said student shall be entitled to use the following method of obtaining reconsideration.

1. The student or parent or their agents shall file a written request with the Administrator of the Academy setting forth in detail the action or policy that is the basis of the grievance. The Administrator may initiate a hearing or discussion on the basis of this written report.
2. If the grievance is not settled after being filed with the Administrator, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Administrator, file a written notice or copy of said grievance with the Executive Committee (Administrator, Principal, and teacher) requesting that the board review same. The Executive Committee shall determine within fourteen days whether to grant, redress, or refer the matter to the board.
3. During the pendency of any grievance the policy or action being appealed shall be enforced except as it may be modified by order of the Board of Trustees.

In accordance with Ohio licensing laws:

1. There will be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline will be delegated to any other child.
3. No physical restraints will be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
4. No child will be placed in a locked room or otherwise confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child will be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline will not humiliate, shame, or frighten a child.
8. Discipline will not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration, and age and developmentally appropriate. The child will be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.
10. Staff will not abuse or neglect children and will protect children from abuse and neglect while in attendance.

Health Services and First Aid

Periodic vision and hearing screening may be provided. Parents will be notified in writing concerning any problems requiring attention. Follow-up and/or correction are the total responsibility of the parents.

The school has an equipped first aid center to be used in case of emergencies. Should a student become ill at school and it becomes necessary to go home, the parents will be called; it is the parents' responsibility to provide transportation. If necessary, the student may use the bed in the nurse's room until a parent arrives.

The school does not stock any type of medicine or pain relievers, and employees are prohibited from furnishing these items to students. Teachers and administrative personnel may administer medications provided by the parents under the following conditions:

- If a physician did not prescribe the medication, a form requesting that it be administered must be completed and signed by the parent or guardian.
- If a physician prescribed the medication, a form requesting that it be administered, including specific instructions by the physician must be completed and signed by both the parent or guardian **and** the physician. If any information or directions by the physician change, a revised form signed by the parent or guardian and the physician must be completed.

- All medications must be in the container in which they were dispensed.
- Appropriate forms are available in the school office.
- In no case may an employee of Liberty Bible Academy administer medications to a student by injection.

Communicable Disease Policy

Every possible effort is made to protect the health and safety of the children in our care. Parent cooperation in helping prevent the spread of communicable disease is of great importance. For the child's own protection and have others in the school, parents should keep sick children at home. A child who is ill upon arrival to the classroom will not be admitted. A child who is experiencing minor common cold symptoms (but not any of the symptoms listed below) will be allowed to attend school if he/she feels well enough to participate fully in the program.

We will always have at least one staff member on site that is trained in the prevention, recognition, and management of communicable diseases by completing courses approved by the Ohio Department of Health or an approved "American Red Cross" training program. The Ohio Department of Health *Communicable Disease Chart* is posted and used to manage suspected illnesses.

The following precautions shall be taken for children suspected of having a communicable disease:

1. The parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms shall be isolated immediately and discharged to the parent:
 - a. Diarrhea (more than one loose stool in a twenty-four-hour period)
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis
 - f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms
 - g. Untreated infected skin patch (es)
 - h. Unusually dark urine and/or grey or white stool
 - i. Stiff neck
3. A child with any of the following signs or symptoms of illness shall be isolated immediately. Principal, teachers, and parents shall determine decisions regarding exclusion from the program either immediately or at some later time in the day. While isolated, the child shall be observed for the following symptoms as well as those listed in the previous paragraph:
 - a. Unusual spots or rashes
 - b. Sore throat or difficulty swallowing
 - c. Elevated temperature
 - d. Vomiting
 - e. Evidence of lice, scabies, or other parasitic infestation
4. A child suspected of having a communicable disease will be:
 - a. Isolated in the nurse's room away from the other children
 - b. Within sight or hearing of a staff member
 - c. Made comfortable in a warm, safe environment
 - d. All linen and blankets used by an ill child shall be laundered before being used by another child.
 - e. Observed carefully for worsening condition.
5. Staff members are trained and instructed in proper hand washing and disinfecting procedures. Children and staff are required to wash their hands before eating and after using the restroom to promote a healthy environment. Desks and lunch tables are cleaned daily, with a hypoallergenic cleansing liquid approved by the Ohio Department of Health. Classroom tables, toys, and manipulatives are routinely sanitized during non-school hours with an approved disinfectant.

Accident and Emergency Procedures

At least one staff member will be readily available at all times who has been trained in first aid by completing a course approved by the Ohio Department of Health or an approved "American Red Cross" training program.

If an accident or injury occurs, an *Accident/Injury Report* will be completed and signed by the teacher witnessing the incident. A copy of the report will be given to the parent and a copy placed on file at the school.

In the event of a minor accident or injury, first aid will be administered if needed. A parent will be called to pick up the child if necessary.

In the event of a serious accident, injury, or illness, a parent will be called immediately. 911 may be called first, depending on the

severity of the injury or illness. The physician or dentist listed on the *Enrollment Form* will be called for instructions.

A copy of the student's profile (which includes all medical, allergy, and immunization information) will be sent with a child being transported to a hospital by ambulance. If a parent or a parent-designated emergency contact person is not present, a staff member will accompany the child in the ambulance and remain at the hospital until a parent or emergency contact person arrives.

The names, addresses, and telephone numbers of at least three (3) persons, to be contacted in the event of an emergency if the parent(s) cannot be reached, must be listed on the *Enrollment Form*.

Personal Safety

Children are not permitted to do anything that could potentially cause harm to them, others, or that will damage equipment or property. Broken toys and other potentially harmful objects are promptly removed from the classroom. Potentially harmful substances and materials are kept out of reach of children. Children are restricted to a supervised area when outdoors. Teachers and staff have immediate access to telephones for emergency use.

Child Abuse

At least one staff member is trained to recognize the signs and symptoms of child abuse and neglect. Any child identified as a possible victim of child abuse/neglect will be reported directly to Warren County Children Services by school administration.

Fire, Tornado, and Lockdown Drills

Fire drills will be conducted for each month of the school year, and tornado drills monthly from March through June. One lockdown drill will be conducted before December 1 each year. Specific instructions concerning these drills will be posted in each classroom and in the library. Teachers will discuss procedures to be followed with students.

School Pictures

A school photography company will take student pictures each fall and spring. Photos will be offered for sale to the family. All students must have their picture taken in the fall, whether or not the family intends to make a purchase. The school will then have pictures for both the yearbook and cumulative files.

Yearbook

Each year a yearbook, *Annals of Liberty*, containing pictures and memories of Liberty Bible Academy will be published. Each student will receive a personal copy. Additional copies will be available for sale to family and friends.

Lost and Found

Lost and found articles are to be taken to the office. Students losing an article should check at the office. At the end of the year, all lost and found articles not claimed will be disposed of appropriately.

Attendance Policies

Excused Absences and Tardies

Attendance at school is essential to the student's educational experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." Furthermore, Ohio Revised Code requires that all children between ages six (6) and eighteen (18) attend school, stipulating that it is the parent's responsibility to cause the child to attend school. For these reasons, failure of a student to attend class will be seen as a serious problem and will not be allowed.

1. Excused Absences: Research clearly shows that success in school is tied to excellent attendance. There is a direct relationship between poor attendance and poor grades. Students who have good attendance generally achieve higher grades and enjoy school more than students with poor attendance. All students are expected to be in school every day. Ohio State law defines a legally excused absence as:
 - a. Personal illness
 - b. Doctor's appointment (with doctor's office note)
 - c. Illness in the immediate family
 - d. Death of a relative
 - e. Observance of a religious holiday
 - f. Unusual circumstances which, in the judgment of the principal, constitute a good and sufficient cause for being absent from school.
 - g. All other absences will be considered unexcused. Students whose absence is considered unexcused will still be permitted to make up school work.
2. Absence Policies and Procedures:
 - a. The school must receive communication from the parent by 9:00 a.m. each day a student is absent.
 - b. A student arriving after 10:00 a.m. will be counted absent for the morning.
 - c. A student being dismissed early and leaving before 10:00 a.m. will be counted absent for the entire day.
 - d. A student being dismissed early and leaving between 10:00 a.m. and 1:30 p.m. will be counted absent for the afternoon.
 - e. Calls and messages may be made to 513-754-1234. Parents may also email notification to csmith@lbatoday.org.
 - f. Student absences will be unexcused until the parent contacts the school.
3. Truancy: The State of Ohio considers a child to be chronically truant if he/she has 15 or more unexcused absences in a school year.

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. Students are required to be in their classroom and ready for instruction by 8:00 A.M. to avoid being tardy. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- Not having suitable clothing to wear to school.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."

Reporting and Monitoring Student Tardies

- a) Students who are not in their classroom by the beginning of the school day will be marked tardy by the teacher or office staff.
- b) A student arriving late but by 10:00 A.M. will be counted tardy.
- c) Traffic is not a valid reason unless mandated by the office prior to class beginning.
- d) Students who arrive late with no communication from a parent will be marked unexcused.
- e) Students riding buses that are tardy will be marked as 'bus tardy' but the tardy will not affect their personal attendance record.

A letter, phone call, or email will be sent to parents for students having five (5) or more tardies per quarter.

Documentation of Absence/Tardy

Generally, a parent note may document eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as “Excused Absences”. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child’s physician, etc.

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Make-Up Work

Teachers generally allow students to make up all missed class work, tests, and assignments following an absence. Teachers will assist students in making up work; however, it is the parent and/or student’s responsibility to determine what work has been missed and see that it is made up with the following expectations:

- Students should not miss regularly scheduled classes in order to make up work
- Students should have one day to make up work for every day the student was absent, unless other arrangements are made with the teacher.
- If a student was absent on a day he or she was to take an exam, he or she will make up the exam on the day that he or she returns to school, unless other arrangements are made with the teacher.

Perfect Attendance

Students with excellent attendance records will be recognized for their accomplishments. A *Certificate of Perfect Attendance* will be awarded for each quarter to all students with no absences and not more than one tardy for that quarter.

Release from Class

When it is necessary for the parents to take a child out of class for any reason during the day; a note, a phone call, or a visit to the office must precede release. No student will be released to anyone except through the office. Parents are required to sign out their children at the office. We ask that medical and dental appointments be made for non-school times when possible.

Evening Events

The attendance of all students will be required at certain evening events throughout the school year. If attendance by students is required at a particular event, it will be noted when that event is announced to parents. A student's absence from either the Christmas or spring musical program may adversely affect his or her grade in music. The preparation and presentation of these programs constitutes a significant portion of the students' music instruction.

Admissions and Financial Information

Admissions Policies

Liberty Bible Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, student financial aid program, athletics, and other school-administered programs.

Additional specific policies and procedures dealing with the admission of students to Liberty Bible Academy are included with application and registration materials that may be obtained from the school office.

Monthly Payments

A **monthly installment option** may be selected. LBA provides an interest-free payment plan with a one-time installment fee payable each year by each family using this option. Twelve (12) equal monthly installments, payable to LBA, are due each year beginning July 1 and ending June 1. For students being enrolled anytime throughout the school year after July 1, tuition will be payable over the remaining months of the contract year.

Annual Payment

An **annual payment option** may also be selected. In this case the annual tuition amount is payable in full directly to Liberty Bible Academy on or before July 1 each year. There is no one-time installment fee. For students being enrolled anytime throughout the school year after July 1, the annual payment will be payable upon registration.

In the event that a student is not in attendance for the entire school year, tuition will be prorated based on the date the student enters and/or is withdrawn from school. For students being entered late, the first monthly installment or the annual payment will be due upon registration. For students being withdrawn early, any balance owed the school will be payable on the date of withdrawal and any credit owed the parents will be refunded within seven (7) days.

Enrollment Fees

An application fee is payable once for each student upon initial application and is non-refundable. No application will be accepted without the application fee paid. A registration fee is payable for each student each year upon registration and is non-refundable. No registration will be considered complete without the registration fee paid.

School-Age Child Care Fee

A school-age child care fee will be charged for students entering the building prior to 7:30 A.M. or remaining after 3:15 P.M. Additional policy concerning the school-age child care program is included elsewhere in this handbook.

Special Considerations

Student Financial Assistance: Qualifying families making timely applications may receive tuition assistance of up to 50% of the full rate(s) for their student(s). Financial Aid for School Tuition (FAST) has been retained by Liberty Bible Academy to provide confidential financial needs assessments for all families making application. There is an application fee of \$38.00 payable directly to FAST. Applications are made online and may be accessed through the school's website. An envelope may be obtained from the school office for mailing requested tax information to FAST.

Families with Students Enrolled in a Christian High School:

Families with students enrolled in a Christian high school in grades nine through twelve and Liberty Bible Academy concurrently will be eligible for a discount on the normal full tuition rate for the oldest student attending Liberty Bible Academy. The student attending Liberty Bible Academy will receive a discount of 8.5% off the normal full tuition rate. Families not receiving student financial assistance will be eligible for the full discount. Families receiving student financial assistance will be eligible for up to the full discounts to the extent that the total student financial assistance and Christian high school discount are not equal to more than 50% of the normal full tuition rate(s) for their student(s) attending Liberty Bible Academy. Qualifying families are required to notify Liberty Bible Academy of their student(s) enrolled in a Christian high school in grades nine through twelve to be eligible for the discount.

Parent Involvement

Get Acquainted Meeting

Each year, prior to the beginning of school, a "Get Acquainted Meeting" will be scheduled for parents and students in kindergarten through grade eight and faculty members (see school calendar). Both parents are urged to attend; however, it is required that at least one parent from each family be present.

The purpose of this meeting is twofold. First of all, it will allow parents and students the opportunity to become acquainted with faculty members and other families. Secondly, it will serve as an orientation for parents, as teachers use this opportunity to familiarize them with certain policies and procedures that they will need to be concerned with as school approaches.

First Day of School

School will begin at 8:00 A.M. Parents of young students may greet teachers prior to this time, but it is best for the parent then to leave the room and the immediate area. The period of adjustment for the child will be much more difficult if the parent remains. On almost every occasion the student will adjust very quickly when he sees a teacher in charge.

Annual Directory

An annual directory including the names and grades of students in kindergarten through grade eight attending Liberty Bible Academy, along with the names, address (es), and telephone number(s) of their parents, will be prepared each year. Parents must complete the "Annual Directory Release" section of the *Enrollment Form* each year indicating whether they desire to be included in this directory. Directories will be furnished to each family included therein upon request. Directories will not be furnished to persons other than families with students enrolled in kindergarten through grade eight at Liberty Bible Academy.

Volunteers

Volunteers play an important role in the successful operation of Liberty Bible Academy. Parents, grandparents, and other interested persons are encouraged to participate in the volunteer program. Volunteers may serve in many capacities. Assisting as office or teacher aides (including room parents); giving lectures or demonstrations in areas of special knowledge or expertise; helping with the hot lunch program; assisting with the production of the yearbook; serving on committees for the Fall Harvest Celebration, Open House, Walk-A-Thon, Awards Ceremony and other student activities and fundraisers; and performing building and grounds maintenance (from cleaning, painting, and mowing grass to carpentry, electrical, and other skilled areas) are just some of the many ways in which volunteers are able to contribute to the ongoing, successful ministry of our school. Volunteers are asked to dress professionally, modestly, and appropriately for the nature of the event or activity in which they are participating.

Parents and other interested persons will be surveyed each year or as appropriate to determine availability, areas of interest, skills, etc. Written job descriptions will be distributed and/or responsibilities will be clearly communicated for all volunteer tasks.

Parent Communication

Each child receives either a communication folder or an assignment notebook. This will be sent home each day and should be returned to school the following day. Notes and bulletins in the folder or notebook will keep parents informed about what is happening in their child's classroom. Teachers will also communicate weekly with parents via a weekly classroom newsletter, to keep you informed and to provide relevant classroom information.

Communication from the principal is sent home and/or emailed weekly or as necessary to communicate important school wide information and news updates from the office.

At times parents may have a concern about their child, the classroom, instruction, curriculum, etc. Liberty Bible Academy believes in and promotes the application of the Matthew 18 principle for solving problems. (See Matthew 18:15-17.) The proper protocol when a question or concern arises is for the matter to remain confidential and be discussed first and only with the appropriate teacher. If a satisfactory resolution cannot be agreed upon, then the teacher and parent should communicate with the Principal. On rare occasions it may be necessary for a parent to request a meeting with the Administrator if a problem is still unresolved.

Parent-Teacher Conferences

Shortly after the end of the first, parent-teacher conference evenings have been scheduled (see school calendar).

Parents should not feel restricted to this conference but rather should always feel free to consult with the teacher about any problem or

question that concerns the welfare of their child.

Teachers are not permitted to carry out parent-teacher conferences during their class time. This interferes with the educational process of the entire class. They may be reached by telephone, or appointments may be made to meet with them during non-class times throughout the day. They will remain at the school until at least 3:30 P.M. each day.

Teachers may also be reached by email. Their email addresses may be found at www.LBAtoday.org. Click on 'Parents' > 'Resources' for a complete teacher directory.

Parent Partnership

Private schools have great challenges relating to funds. Many parents throughout the years have suggested raising tuition to cover the exact cost involved with educating each child. The LBA Board has always maintained a position to offer an affordable tuition to all parents desiring an education for their child centered on Biblical teachings. One of the greatest ways LBA has been able to rest on this position has been through major and minor fundraisers throughout the school year. It is for these reasons that each student and parent is required to participate. Thank you in advance for your participation and helping LBA continue keeping tuition cost affordable.

General Information and Procedures

Office Hours

During the school year the office will be open each school day from 7:30 A.M. - 3:30 P.M. During the summer months the office will normally maintain hours from 8:00 A.M. – 12:00 P.M.

Inclement Weather Policy

In the event of hazardous weather conditions, school may be closed. In some instances a two-hour delay may be used which will allow conditions to improve sufficiently for school to begin at 10:00 A.M.

Parents may view local television channels 5, 9, 12, and 19 for school closing and delay information.

In the event of a two-hour delay, keep checking the status. A change from a delay to a closing will generally occur before 8:30 A.M.

Insurance

A blanket accident insurance policy is provided for every student and is issued through the school. The coverage is secondary to any coverage a parent may have, and primary for uninsured families.

Withdrawals

If, for any reason, a child is withdrawn from Liberty Bible Academy, the following procedures will be followed:

1. Parents who decide to withdraw their child(ren) from LBA during the school year (anytime between the published first day of classes and the last day of classes) must follow a formal withdrawal procedure. A parent initiates the official withdrawal procedure in the school office by completing the *Withdrawal Form* and *Exit Interview Survey Form*.
2. A two-week notice must be given for all withdrawals.
3. Tuition will be refunded on a pro-rated basis.
4. No records will be transferred for families that have outstanding balances.
5. Mere absence from the class does not constitute withdrawal. Unless you officially withdraw from LBA you will be appropriately graded by your instructors, normally an "F."
6. Courses will be deleted from the withdrawal-semester record of all students who withdraw prior to the published first day of classes (K-8).
7. Courses will continue to appear on the withdrawal-semester record, with grades of "W" (Withdrew), for all students who withdraw after the published first day of school (K-8).
8. Courses will continue to appear on the withdrawal-semester record of all students who withdraw after the published course drop/add/delete deadline with grades of "WP" (Withdrew Passing) or "WF" (Withdrew Failing) as deemed appropriate by the instructor in each course.
9. In ALL cases of withdrawal, the official transcript will bear the following statement: "Withdrawn on (Date)."
10. All withdrawals will be handled through the office.

Final Grade Card and Transcript

Liberty Bible Academy reserves the right to withhold a student's final grade card and transcript if all tuition, fees, and charges have not been paid in full for that student.

Phones

School phones are business phones and may be used by students only in emergencies. Cell phones are not to be used at school. They should only be brought to school for emergency reasons and turned off during the day.

Address, Telephone, Email Changes

Parents should access and update contact information via the RenWeb ParentWeb account or by notifying the school office.

Required Use of Technology and Internet Safety Policy

USER AGREEMENT / PARENT ACKNOWLEDGEMENT FORM

I have read the terms and conditions of the Required Use of Technology Policy.

I understand that technological resources are provided for educational purposes only.

I agree to abide by the terms and conditions stated in the *Required Use of Technology Policy*. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspensions, expulsion, and possible legal action.

Student Name

Grade Level

Student Signature

Date

PARENT / GUARDIAN PERMISSION FORM

I have read the terms and conditions of the Required Use of Technology Policy and am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Required Use of Technology Policy.

Parent Name

Parent Signature

Date