

WELCOME

To

LIBERTY BAPTIST ACADEMY

An Extension

of the

Ministry

of

LIBERTY BAPTIST CHURCH

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Note: We reserve the right to make changes to this handbook as needed but will not change the statement of faith, philosophy, or curriculum without prior notice to the families of our students.

Liberty Baptist Church

Dear Parents:

Liberty Baptist Academy, a ministry of Liberty Baptist Church, began in the early 1980's as a dream in my heart of providing a Christian education, distinctively different from the secular, humanistic philosophy that permeates the public school system. After 20 years of prayer and waiting on the Lord, Liberty Baptist Academy opened its doors in August of 2002, with a total enrollment of 19 students. In 19 years, the enrollment has grown from 19 students to 400-plus students!

On the first day of school this year, we will begin the academy's 21st year. However, the focus will not be on the past but, instead, will be looking confidently to the future as we provide the very best education spiritually, academically, physically, and socially.

Whether your child is beginning his/her first year or senior year at Liberty Baptist Academy, we realize the responsibility you have placed in our hands to assist you in their training. I assure you that we take that responsibility seriously.

Liberty Baptist Church has many other ministries to help in the spiritual life of your family: Sunday school, adult Bible classes, Wednesday night programs designed for every age group, Spanish ministry, summer camps, music ministry, and so much more. If you do not have a church home that you attend regularly, this is my invitation to you to attend Liberty.

If there is anything we can do for your family, please don't hesitate to call.

Praying with you for a great school year,

W. L. Cooley

W. L. Cooley, Pastor

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1 - Mission Statement

The mission of Liberty Baptist Academy is to assist parents in training their children in *“the nurture and admonition of the Lord.”* Our purpose is to provide a quality Christian education at an affordable price in a safe, caring, loving environment.

2 - Goals & Objectives

Spiritual Goals for Students:

- To receive the Lord Jesus Christ as their own personal Savior
- To demonstrate spiritual growth as they develop the character of Christ
- To be trained and motivated to share the Gospel with others
- To respect and recognize the Bible as their rule of faith and practice
- To show respect for the church through faithful attendance and ministry within the local church
- To develop and defend a Christian world view
- To be equipped for a lifetime of service to Christ
- To demonstrate a servant’s heart in their relationship with God and with others
- To choose to seek and follow God’s will for college

Academic Goals for Students:

- To take personal responsibility in the learning process
- To be able to demonstrate organizational and time management skills
- To accept the challenge of reaching their full academic ability according to the ability given to them by God
- To demonstrate an excellent work ethic and a refusal to accept mediocrity
- To demonstrate a comprehensive command of the fundamental processes used in communication with others, e.g., speaking, listening, writing, and reading
- To demonstrate logical and effective decision-making skills
- To demonstrate competency in math, language, history, science, and Bible

Personal and Social Development Skills

- To demonstrate a biblical view of life, work, and occupational endeavors
- To develop the proper attitudes, understanding, and skills needed to establish God-honoring homes
- To discern wholesome and biblical use of leisure time
- To demonstrate the ability to be friendly and make friends
- To show appropriate confidence and humility in various situations
- To exemplify respect, courtesy, and a proper concept of appropriate behavior at all times
- To show a proper love and respect for America
- To maintain physical fitness skills and a recognition of the body as the temple of God

3 - Doctrinal Statement

As a ministry of Liberty Baptist Church, Liberty Baptist Academy holds without apology to the church's statement of faith. A full doctrinal statement is found in the Constitution and By-Laws of the church and is available upon request.

Liberty Baptist Church is an independent, fundamental, Baptist church. By "independent" we mean that the government of the church rests solely with the membership of this church. There is no ecclesiastical body over this church. By "fundamental" it is meant that our doctrine and practice are based solely upon the "fundamentals" of God's Word. "Baptist" refers to a group of churches holding to the same doctrines and practices since the time of Christ and having never been identified with Catholicism or Protestantism.

Although all attending Liberty Baptist Academy are not required to be of like faith, students and parents must show respect for the beliefs, standards, and practices of this church. Respect is to be shown to the facilities of the church and to those in authority in the church and academy. In that regard, neither parents nor students are to attempt to distribute literature, CD's, videos, Internet articles, etc., with teachings in opposition to the beliefs of Liberty Baptist

Church or to attempt to proselytize students or staff into a belief system that conflicts with that of this church.

4 - Philosophy

Liberty Baptist Academy follows a biblical, traditional philosophy of education.

A biblical philosophy focuses on the concept that since God created and sustains everything through His Son, Jesus Christ, that it is our responsibility to glorify Him. As a sinner by nature and choice, man cannot glorify God apart from a new relationship through a personal acceptance of Jesus Christ as Lord and Savior. One receives Christ as Savior by repenting of sin and placing one's faith in the death, burial, and resurrection of Christ as full and sufficient payment for sin. The purpose of Christian education is to help each student receive Christ as Savior and to grow spiritually so that his/her life may glorify Christ.

A traditional philosophy of education is a God-centered education. It emphasizes respect for authority, the need for discipline, the modeling of Christian character, and instruction in Christian values. Traditional education teaches responsibility and accountability for one's actions. Traditional education holds its students to standards of conduct and does so without apology.

A traditional philosophy believes that God has established the home as the one responsible to train a child. The church serves as a second platform of spiritual training and leadership development for the family. The Christian school provides a third source of godly influence.

The Bible is the foundation for all learning. The Bible is not only taught as a class but is also emphasized in every subject taught. We endeavor to introduce each child to Christ and to direct children and families to know the Bible as well as to live it.

5 - Relationships

Our focus at Liberty Baptist Academy is to emphasize Christian conduct at our school. The curriculum is Bible based. All of the teachers know the Lord and are active members of Liberty Baptist Church. The staff will conduct themselves in a Christian manner and

model a Christian testimony in front of students and parents. We will show respect to students and parents alike. Likewise, students are expected to show respect and a Christian testimony toward our faculty. In addition, parents are expected to show that same Christian spirit in dealing with the staff. No one is perfect - not staff, students, nor parents. Mistakes will be made, and we are happy to correct mistakes when they are made. When difficulties arise, we are more than happy to resolve them in a biblical manner. However, that does not mean that teachers and staff must endure verbal abuse from parents or students. If a student has a problem with the structure or standards of the school, the parents must realize that the school will not be changed to fit their particular student's desires.

6 - Affiliation

Liberty Baptist Academy is a ministry of Liberty Baptist Church. It is affiliated with the Sunshine State Association of Christian Schools (SSACS) and is fully accredited with the American Association of Christian Schools (AACCS), the North American Christian School Accrediting Agency (NACCSAA), and the National Council For Private School Accreditation (NCPA). Our teachers are certified by the American Association of Christian Schools.

7 - Admissions

Notice Of Non-Discriminatory Policy: Liberty Baptist Academy admits students of any race, color, nationality, 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, nationality, and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

Admission is determined on the basis of standardized entrance evaluation, cumulative school record, and signed enrollment contract. Liberty Baptist Academy, as a ministry of Liberty Baptist Church and a private institution, reserves the right to determine and maintain its own standards of student conduct, dress, and scholarship and to refuse admittance or to dismiss any student who

refuses to conform to the guidelines set forth in this handbook or other standards as decided by the administration. Just because a particular behavior, type of appearance, action, etc., is not specifically addressed in this handbook or in writing otherwise does not mean that the administration is not the final authority on the matter. It is understood that attendance at Liberty Baptist Academy is a privilege, not a right. Students are accepted on a trial basis. No one is guaranteed reenrollment each year. The decision to invite a student to reenroll for the upcoming school year will be based upon, but not be limited to, acceptable progress academically, socially, spiritually, and an attitude of cooperation. When observation raises a question as to the student's ability, a student may be admitted for a probationary period at the discretion of the administrator.

8 - Kindergarten Admission Policy

To be enrolled in Kindergarten-4 or Kindergarten-5, a child must be four (4) or five (5) years of age, respectively, on or before September 1. No child who is not toilet trained will be accepted.

9 - Enrollment Procedures

Once the application and Registration Fee are submitted, an entrance interview and testing will be scheduled for new students, as applicable. The following forms and documents for new students must be submitted before registration is considered complete:

- Registration application and all related forms
- Non-refundable, non-transferable Registration Fee
- Signed Financial Policy Agreement Card
- Copies of Birth Certificate, Florida Certification of Immunization on form DH 680, and a recent physical exam on Florida Department of Health form DH 3040
- Request for Transfer of Student Records Form (if applicable)
- Prospective Student Questionnaire (grades 7 and above)

10 - Attendance

Students should not be kept out of school unnecessarily. When a student has ten (10) absences in a semester, a conference will be required between parents and administration for the student to

continue at school. If a student exceeds fifteen (15) absences in a semester, they will be placed on probation or asked to withdraw.

Absences for the following reasons will be considered excused absences:

- a. Personal illness
- b. Doctor appointments
- c. Death in the family
- d. **Other reasons, only if permission is requested at least two days prior to the absence.** Permission will be granted by the administration based on a student's grades, conduct, and previous absences. Students with pre-planned absences need to get their work ahead of time. Quizzes and tests should be made up before leaving or on the day the student returns.

After a student has been absent, he/she must bring a note from his/her parent explaining the reason for the absence. With a note for an excused absence, the student will be given as many days as he/she was absent to make up missed tests. Without a note, the absence will be considered unexcused.

The final hour of school is just as important as any other class time. If a student needs to leave school before dismissal time, the parent must send a note to the teacher ahead of time so the teacher can prepare to send the student to the office at the proper time instead of someone from the office having to come into the class and interrupting the class. The parent will pick up the student at the office and sign him/her out. **Note: Unless it is a real emergency, parents are not to call and ask the receptionist to get a student ready to leave early, which disrupts the teaching in the classroom - the parent should have sent a note to the teacher. If an excessive number of class interruptions accumulates, the family may be asked to withdraw.**

A student who must leave before 10 a.m. will be counted absent for the school day. A student who leaves after 10 a.m. but before their dismissal time will be counted present one-half day, with the exception of a kindergarten student who leaves during kindergarten lunch time (counted present for a whole day). Kindergartners who return to the classroom with their class after lunch are to remain

with their class until their dismissal time and are subject to the above attendance policies.

All students are dismissed at 3 p.m. (dismissal time subject to slight change for “pick up” efficiency). Students may stay until 3:15 p.m. at no extra charge.

Helps classes end according to the teacher’s schedule. Those students who attend helps classes will be charged at the Extended School Day rate.

11 - Tardies

A student will receive an excused tardy if he/she is “Providentially hindered” or had a regularly scheduled doctor’s appointment and brings in a doctor’s note. All other tardies will be unexcused.

It is essential for parents to make sure that their children arrive in time to be in their class seat at 8 a.m. Tardiness is a great problem at the academy and cannot be tolerated.

Being late is disruptive to the class, disrespectful to the teacher, and harmful to the education of the student who is habitually late. Parents who habitually bring their children late complain that it is unfair to punish the students for their parents not getting them to school on time. We would agree that it is important for parents to take the responsibility to prevent that from happening. It is also unfair to the other students in the class and to the teacher when a student habitually interrupts the class.

Any student who is tardy must first go to the office for a tardy slip before going to class. A student will be considered tardy if he/she is not in his/her seat at their class starting time. A student arriving at school after 10 a.m. will be counted present for one-half day. On receiving the fourth (4th) unexcused tardy in a nine-week period, a student will receive a demerit. Any student who receives eight (8) unexcused tardies in a nine-week period will receive a demerit and a \$10 fine. If twelve (12) unexcused tardies accumulate in a nine-week period, the student will receive a demerit and another \$10 fine, the student will be placed on probation, and a meeting between a parent and an administrator will be required for the

student to return to class. If there are sixteen (16) unexcused tardies in a nine-week period, the student may be asked to withdraw.

12 - Arrival and Dismissal

Instructions regarding arrival and dismissal will be given before the start of the school year. These procedures are for the safety of students and their families, and every parent/guardian is asked to be extremely cautious in the parking lots and returning to Midway Road.

Restriction on Student Pickup: If parents are divorced or separated and one parent is not allowed to see or pick up a student, a certified copy of the court order of Final Judgment must be on file in the office.

13 - Tuition and Fees

Tuition and fees are for one school year. The non-refundable, non-transferable Registration Fee is paid when the application forms are submitted. However, if the student is not accepted by the academy, the Registration Fee will be fully refunded. The non-refundable, non-transferable Curriculum Fee is due June 15. If the Curriculum Fee is not paid by June 25, the reserved spot will be considered forfeited; and the spot will be offered to a student on the waiting list.

The non-refundable and non-transferable Student Services Fee is due July 15.

For the convenience of parents, the tuition may be paid in full or on a 10-period pay plan. The first tuition payment is due August 1 (August tuition is not refundable if a student is withdrawn during the month of August even if school has not yet started). Subsequent payments are due the first (1st) of each month, and the last payment is due May 1. Any unpaid balance will be late on the 11th of each month and will be charged a late fee.

All payments are expected to be received by the due date; in the event of an emergency situation preventing on-time payment, it is very important that parents call the office to work out financial arrangements. A payment can be made by hand delivery, by mail,

by dropping it into the payment box in the office foyer (in the payment box checks only, please - no cash), by phone or online through *PraxiSchool* if it is a credit card payment. Checks should be made out to: Liberty Baptist Academy. Credit cards can be used. If a credit card payment is not made in person with the card being swiped, the receipt will not be mailed home but can be picked up in the office.

See the Financial Policy form for further information. No records will be released until the account is paid in full.

14 - Transcripts

Each student will be given one free official transcript upon request. There is a \$10 charge for additional transcripts. Transcripts may take up to two weeks to process.

15 - Withdrawals

All withdrawals must be conducted through the academy office - **a withdrawal form must be completed; otherwise, the student is still considered to be enrolled.** The student is enrolled for one school year, and the parent or guardian assumes responsibility for the payment of all amounts due. In the event of withdrawal in the first semester, tuition prepaid for the second semester will be refunded. If a student withdraws before August 31, pre-paid tuition for September and beyond may be refunded on a pro-rated basis. If a student withdraws, is expelled, or is asked to leave after August 31, the semester tuition will be due in full regardless of the withdrawal date. This policy also applies to the second semester, with a cut-off date of January 31. Registration Fee, Curriculum Fee, Accreditation Fee, Insurance Fee, etc., will not be refunded. Note: Students enrolled for one day or more of any month (even if student did not attend a day or days of that month) will owe the full month's tuition.

Report cards and other student records cannot be released until all accounts are paid in full.

16 - Curriculum

The basic curriculum used is A Beka, a proven, professional, Christian curriculum. It is designed to give the student a well-

rounded, solid education based on the foundation of the Bible. Other curriculum may be added for elective classes as the administration sees fit. The A Beka curriculum would be the equivalent of an honors program in most public schools and is geared to students of average or above average ability.

17 - Testing

Teachers utilize the tests provided through the curriculum publisher. Bible classes for 11th and 12th grades have a separate curriculum, and the teacher develops tests based upon the material covered.

Standardized Testing: Liberty Baptist Academy uses the Iowa Achievement Test and Assessments each spring as one measure of student progress in 1st - 12th grades. Additionally, 10th and 11th grade students take the PSAT on campus, and 12th grade students are required to register for and take the SAT and/or ACT. Test results are used by administrative faculty to help assess curriculum and teacher effectiveness and student progression. Each student cumulative record contains copies of all standardized testing.

18 - *PraxiSchool*

PraxiSchool is an online system to keep families up to date with students' grades, school and class information, communication with teachers, attendance, school and class activities, etc.

Tuition, ESD, and Trading Post balances can be checked and payments can be made through the *PraxiSchool* parent login issued by the academy.

19 - Grading Scale

<u>Points</u>	<u>Letter</u>	<u>Grade Point</u>
99 - 100	A+	4
94 - 98	A	4
90 - 93	A-	4
88 - 89	B+	3
84 - 87	B	3
80 - 83	B-	3
78 - 79	C+	2
74 - 77	C	2
70 - 73	C-	2
68 - 69	D+	1
64 - 67	D	1
60 - 63	D-	1
59 & below	F	0

Note: All students in high school honors classes (Algebra 2, Geometry, Precalculus, Physics, Spanish 2) with a grade of “C” or above will receive an extra .02 weight on his/her GPA.

Explanation of the following letter grades:

- E - Excellent
- G - Good
- S - Satisfactory
- NI - Needs Improvement
- U - Unsatisfactory

Students failing two (2) or more major subjects for the year should expect to repeat the grade. Students may also be held back due to teacher recommendation, achievement test results, administration decision, or a combination of these.

20 - Homework

Because homework is an integral part of the school program, each teacher has the authority to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons.

- (1) **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
- (2) **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- (3) **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- (4) **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

The amount of time spent on homework differs from lower grades to upper grades, but most diligent students can get the majority of their homework completed before they even go home from school.

We request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's grade. Repeated delinquent homework could result in a student's suspension or expulsion.

Each student in grades 1 - 6 is required to keep a homework assignment pad that is signed daily by the parent. To avoid conflicts between church attendance and homework assignments, our teachers attempt to give as little homework as possible on Wednesday nights, since students are encouraged to attend mid-week church services. That does not mean a student may not need to study for a test, work on an upcoming project, or finish a reading assignment. We ask that parents understand the importance of homework, and we will understand the importance of your home

life. We will strive to keep a balance in homework assigned. Most homework problems originate from poor study habits and procrastination. Parents can help by supervising the actual time that students are doing their homework and by checking homework assignments each day for completion. It is suggested that your children be taught to complete their homework during Extended School Day or as soon as possible when they get home so it does not interfere with family time.

21 - Helps Classes

Helps classes are or can be made available for any student needing help in math and/or English/reading skills. Helps classes may be held in the morning before school or after school. Students in after-school helps classes, whether still in the classroom or in the gym, should be signed out before going home. Those who stay for after-school helps classes will be charged for Extended School Day. Students (who are in helps classes) not picked up by the end of the helps class will be taken to the gym for Extended School Day. Teachers should have helps class schedules arranged by the second week of school.

22 - Extra Credit

Extra credit projects for applicable classes will be available by the 5th week of each quarter. However, if a student has been negligent in class, has not been diligent in getting homework done, and/or has procrastinated on getting projects done, that student may forfeit his/her extra credit opportunity. The teacher's decision will be final.

Students (in applicable classes) who have been diligent in their work but may need help to get their grades to a satisfactory level can work on extra credit projects.

23 - Chapel/Bible

Bible is a part of the curriculum of Liberty Baptist Academy. A systematic Bible study is held during the week. Scripture memorization is emphasized. In chapel services and Bible classes,

our goal is to teach students respect and love for God’s Word, the plan of salvation, and a desire to do God’s will.

To use only Scriptures that are true to the original manuscripts, Liberty Baptist Church and Liberty Baptist Academy use only the Authorized King James Version Bible.

Chapels, one for 1st - 6th grades and another for 7th - 12th grades, are held each week. Kindergartners have a monthly chapel on the first week of each month. Chapels consist of announcements, presentation of class awards, singing, and a Bible message. Parents are welcome guests at chapel (call the office for chapel times), but please check in at the office.

24 - Music Classes

Music is a part of the curriculum for kindergarten - 6th grade, with singing at varied times each day. Music classes for 3rd through 6th grades are held one day a week at regularly scheduled times with a music teacher. There are elective choir classes offered for high school. Individual instrumental music lessons are available at an additional cost, on a “first come, first served” basis.

25 - Library

Reading is a priority, and LBA has a well-stocked library. Students in 1st grade and above go to the library at set times, with books being checked out for a two-week period. Any library book not turned in by the due date is charged a 25-cents fine per school day late fee. Report cards are not given to students with outstanding library fines until the matter is resolved. Students who withdraw without returning library books will not have records sent to any school until those books are returned. There is a schedule that middle school and high school students can check for when the library is available to them.

26 - High School Graduation Requirements

Liberty Baptist Academy requires 24 credits for graduation from high school (grades 9-12) that, if completed fully, would be college prep. The credit requirements are broken down by subject areas according to the following list:

<i>Bible</i>	4 (or 1 credit for each year at LBA)
<i>English</i>	4
<i>Mathematics</i>	4 (includes 1 in Algebra 1 or equivalent; 1 in Geometry or equivalent; 1 in Algebra 2 or equivalent)
<i>Science</i>	3 (includes 2 which have a laboratory component and 1 in Biology or equivalent)
<i>Social Studies</i>	3 (1 in World History; 1 in U.S. History; .5 in U.S. Government; .5 in Economics)
<i>World Language</i>	*
<i>Fine Arts and Performing Arts, Speech and Debate, or Practical Arts</i>	1
<i>Physical Education/Health</i>	1
<i>Electives</i>	4 (more required if less than 4 Bible credits earned)
Total Required	24 credits**

* Although not required for graduation in Florida, required for college admission and required by LBA for all 11th and 12th grade students.

** At least one credit must be completed through online learning.

27 - Emergency Drills

Fire Drills. Unannounced fire drills are held monthly during the school year. Exit instructions are posted in each room. Students are to exit quickly and quietly in single file and are to remain in the designated areas until signaled to return. Talking during a fire drill is not permitted.

Lockdown Drills. Unannounced lockdown drills and lockdown training for teachers and students are held.

28 - Health and Communicable Diseases

It is required by Florida law that all students attending school in Florida for the *first* time have a physical examination sometime within the 12-month period prior to entering a Florida school. If the physical examination is given outside the State of Florida, the physical examination report must be submitted to the St. Lucie County Health Department for verification that immunization meets Florida's standards. If the physical examination is given in Florida, a certificate of immunization from the St. Lucie County Health Department is also required. This is obtained by presenting an up-to-date shot record. Immunization can be taken care of through your physician or local health department authorities.

It will be necessary to bring your student's health reports as stated above to the office prior to the first day of school. No student may be admitted to class until this is completed as required by law or until the proper immunization exemption form is submitted. (Note: Every student entering 7th grade must have the updated Florida Certificate of Immunization on form DH 680.)

Parents should not send their child to school if his/her temperature is above normal, if he/she has or is suspected of having any contagious condition, or if he/she has not sufficiently recovered from an illness.

Liberty Baptist Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases.

The term "*communicable diseases*" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or

administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the academy administration.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Liberty Baptist Academy may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Liberty Baptist Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

29 - Medication

It is the academy's policy to not administer any medication without parental consent. As per academy insurance regulations, any medication (including non-prescription) for a student must be accompanied by a Medication Authorization form.

All medication must be kept locked in the office and must be supplied in the original container. For prescription medication, ask your pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.

Band-aids will be put on cuts, ice will be administered to bruises, and temperatures will be taken when necessary.

Students who are too ill to remain in class will be sent to the office, and a parent will be called to take them home. Students must be kept at home during all periods of contagious illness. Your cooperation in this area will be greatly appreciated.

30 - Child Abuse

Florida law requires that all teachers and administrators report child abuse or suspected child abuse to the proper authorities.

31 - Communication

The administration and staff recognize that communication is essential for success and will strive for good communication with parents.

Likewise, parents should be considerate of teachers. Teachers' evenings are spent in grading papers, lesson preparation, etc. A "helicopter" parent who wants his/her child's teacher to notify him/her of every minor detail of that student's day should multiply that desire by the number of students in a class to realize the impossibility of such an expectation.

In addition to report cards after each nine-week period, tests will be sent home on Monday with a slip to be signed by a parent and returned to the teacher. In applicable classes, mid-nine-weeks progress reports are sent home. It is with considerable effort on the part of our teachers that these report slips are provided. It is the parent's responsibility to review them. In elementary classes, assignment pads are the daily communication method between teacher and parent. In high school, report slips or phone calls are used. Please note, although teachers may, but are not required to, give their personal number to parents, texting is not an appropriate means of communication for our purposes.

Please feel free to consult with the academy office via phone or email whenever you have a question that concerns your child. It is the desire of the administrators and the faculty to be of service to both parent and student, and each teacher welcomes a conference with any parent. Meetings requested by either a teacher or a parent should be made by definite appointment at a time convenient for both parties. If a parent needs to schedule a meeting or talk to a teacher during the school day, he/she is not to go to the classroom but instead should leave a message in the office.

The policy relating to students with parents who have split custody or other similar circumstances: One report card, note from teacher, notice of an event, order form, information sheet, ESD billing, etc., will be sent home with the student; and the parent who receives it will be responsible for communicating with the other parent in regard to it.

Note: Procedural changes of matters written in this handbook or on other forms can be made as needed without notification or reprinting the handbook or form.

32 - Grievance Procedure

There will at times be problems and misunderstandings that need to be resolved. It is the administration's desire to work with and communicate with parents as much as possible. When academy errors are made, mistakes will be corrected gladly. However, sometimes parents simply disagree with the policies. That is understandable, but policies cannot be changed simply because a parent disagrees. The receptionist, secretaries, and teachers have no authority to change school policies no matter how insistent a parent may be. Those matters must be passed up to an administrator. If a parent cannot handle a problem in a civil way, the student may be removed from the academy. Problems can be resolved in the right spirit and the right manner.

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

- (1) Carefully analyze the problem - be sure you have all the facts.
- (2) Pray for all who are involved.
- (3) Ascertain that you have a right attitude about the problem.
- (4) Seek to resolve the problem with the teacher, if applicable.
- (5) If there is no resolution, take it up with the academy administration.

33 - Student Relationships

On-campus distribution of invitations (both printed and by word of mouth) to social events will be allowed only if each student in the classroom is included; or, if a party for girls, all girls are invited...if a party for boys, all boys are invited.

34 - Dress Code and Standards

The dress code at Liberty allows students to focus on academic and spiritual pursuits in an atmosphere that does not promote “fashion wars,” immodesty, or counter-cultural trends. Liberty Baptist Academy is not passing judgment on clothing or styles that are not part of our dress code. Nor should students or parents pass judgment on us because of our dress codes. Our standards and dress codes apply to your students while on school campus or representing the school.

The following guidelines (plus any additional ones on the dress code information form) are not “all-inclusive.” If a student or parent cannot willingly cooperate with the academy’s dress code, it would be better to not enroll at LBA. For a student or parent to continually argue and criticize the dress code will only cause frustration and anger. If there is a problem, criticism, or judgmental spirit over the academy’s standards and dress codes, the administration will either quickly get the issue resolved or ask the student to withdraw. One does not need to agree with every issue of the standards and dress code to be able to cheerfully follow them.

Girls:

- Skirts and jumpers may be worn in navy, khaki, gray, or black.* The length of these garments must always extend to at least the bottom of the knee, whether the student is standing or sitting. They must be loose-fitting. Slits should come no higher than the bottom of the knee. We recommend purchasing garments with a large hem that can be let down as your child grows. Under their skirts/jumpers/dresses, elementary girls are asked to wear shorts that are not longer than the skirt.
- Blouses, polo shirts, and polo-style dresses may be any solid color. They must be loose-fitting and have sleeves and a collar. A modest neckline is always expected. Tank tops/undershirts should not have visible writing.
- In cold weather, tights and ankle length leggings with socks to the ankle may be worn.
- Either dress, loafer-style, or athletic shoes may be worn to class. All shoes must have at least a strap on the back.

Sandals, if they have backs, are allowed for girls. Crocs and backless shoes are not permitted.

- Excessive make-up and jewelry should be avoided. Girls below 7th grade are not allowed to wear make-up. Earrings may be worn in ear lobes only. No other body piercings are acceptable. Counter-cultural trends, such as tattoos, spiked jewelry, “Gothic” make-up, skull/skeleton symbols, and the broken inverted cross sometimes called a “peace” symbol, as well as other symbols disrespectful to the cross of Christ or to Christianity, should not be worn on campus. A student is not to write on herself or on others.
 - * Kindergarten girls may also wear navy, khaki, gray, or black shorts (at least to the bottom of the knee).

Boys:

- Boys must wear full-length navy, khaki, gray, or black pants that do not have excessive pockets or zippers and that are not excessively baggy. No blue jeans (except when announced for special days). Sweatpants and jogger-style pants are not permitted.
- Polo, dress or Oxford shirts may be worn in any solid color. They are to be kept tucked in throughout the day except during recess. Undershirts should not have visible writing.
- Every boy in 1st grade through 12th grade must wear a belt with his school uniform. The end of the belt must not hang down below the rest of the belt when worn.
- Either dress, loafer-style, or athletic shoes may be worn to class; sandals, crocs, and backless shoes are not permitted.
- The only jewelry items that a boy may wear on campus are a watch, one bracelet, and one ring. Boys may not wear earrings or necklaces. Sweatbands may only be worn during physical education class. Make-up (including fingernail polish) is prohibited on boys. Counter-cultural trends, such as tattoos, a “Gothic” look, skull/skeleton symbols, and the broken inverted cross sometimes called a “peace” symbol, as well as other symbols disrespectful to the cross of Christ or to Christianity, should not be worn on campus.

- Hair should be above the eyebrows, off the collar and ears, and trimmed neatly on the sides. Top, sides and back should be blended. No spiked haircuts should be worn, and no designs should be cut into the hair. Traditional haircuts are required.

General:

- Hair color should be natural shades (no pinks, greens, blues, etc.). Styles such as “ombré”, “dip dyed”, or “fairy” hair are not allowed.
- No hats or hoods may be worn by students within the buildings (except when announced for special days).
- Clothing made of fabrics that appear faded, worn, or very wrinkled, and clothing with questionable messages, symbols, or pictures are not acceptable.
- Any jackets or sweaters worn within the buildings must be a solid color or two-tone, not a print.
- Any labels or writing should be smaller than roughly the size of a fist and be appropriate for a Christian school. Symbols that promote alcohol, secular entertainers, etc., would not be considered appropriate.
- P.E. uniforms for 7th grade and up — shirts are to be purchased from the P.E. teacher or the Trading Post the first week of school. The shorts must be dark blue or black, solid, loose-fitting athletic shorts, and to the knee but can be purchased from any store.
- When announced, official “Trail Blazers” t-shirts sold through the academy will be allowed for field trips, field days, home sporting events and other special days - **but only when announced** - throughout the year.
- **Dress codes are to be followed at all school activities - plays, programs, recitals, field trips, sporting events, etc. - unless otherwise indicated by school authorities.**

The administration reserves the right to determine whether or not a particular article of clothing, hairstyle, accessory, or fad of any kind is acceptable.

35 - Discipline

Effective classroom discipline is a necessary key ingredient for a good learning environment. Discipline at Liberty Baptist Academy is not only to achieve this goal but also to help our students learn self-discipline and good character traits. The teacher is responsible to maintain appropriate classroom behavior. To maintain a good learning environment, we expect students to conduct themselves appropriately. Students are expected to abide by the principle, *“As ye would that men should do to you, do ye also to them likewise.”*

Certain behavior is not acceptable and will not be tolerated. Of course, a teacher or administrator must be aware of it to be able to address the issue. The following is not a complete list but is representative of unacceptable behavior - each unacceptable, but with different consequences according to the severity of the offense: talking in class without permission, failure to complete assigned work, fighting, lying, stealing, disrespect, cursing, forging another's name, cheating, bullying, chewing gum on school property (\$5 charge), deliberately damaging school or another's property, possession of illegal substances, and any behavior that tends toward violence, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior, including a joke which could be interpreted as a threat. Students may be expelled for use of tobacco, alcohol, illegal drugs, abuse of prescription drugs, or immoral behavior on or off campus. Students' lockers, book bags, desks, or other storage areas are subject to search for prohibited or illegally possessed substances or objects, and 7th grade and above lockers must be locked (unless the student is at the locker) and will have periodic checks. Students who do not report such wrongdoing may be subject to disciplinary action. Liberty Baptist Academy expects full cooperation from both student and parent in the education of the student.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are time-out in class or time out of recess, a student-teacher conference, a conduct report with an extra work assignment attached, a student-administrator

conference, or a parent-teacher conference. Students can be suspended for an accumulation of conduct reports and for major behavior problems. If a student's behavior is out of control, parents will be called to pick the student up; and the administration reserves the right to choose the consequences for the behavior.

The following is a guideline of typical corrective measures employed at Liberty Baptist Academy. The list is not all inclusive since not all offenses require the same corrective measures:

Grades K - 6th:

- Time-out in class
- Time-out at recess
- Student-teacher conference
- Note sent home to parent/guardian
- Issuance of demerits/conduct reports (grades 1-12)
- Phone call to parent/guardian by teacher
- Administrator-student conference
- Student-teacher-administrator conference
- Phone call to parent by administrator
- Administrator-parent conference
- In school suspension
- Out of school suspension
- Dismissal or withdrawal

****Note:** Elementary demerits will be removed from the student's record every nine-week period. Parents will be notified when a student gets a demerit. Parents will be notified when a student gets a discipline report (an accumulation of four (4) demerits).

Grades 7th - 12th, all of the above, plus:

- Parent-teacher-administrator conference
- After school detention
- In school suspension
- Out of school suspension

High School has a demerit system (copy will be sent home at the beginning of the school year). An accumulation of demerits will result in the following:

- After school detentions
- Suspensions
- Possible withdrawal

****Note:** High School demerits will be removed from the student's record every semester. Parents will be notified when a student gets a discipline report (an accumulation of five (5) demerits).

A demerit is simply a reminder to the student that an offense should be corrected.

Teachers may request a conference with a parent as needed, or a parent may request a conference with a teacher as needed. Conferences should be by a scheduled appointment. Students with continuous discipline problems will not be reenrolled the next school year.

Parents should respond to, but not overreact to, problems a student may face. Almost all students will get a demerit at one time or another. That is a small discipline matter, not a large one. An accumulation of demerits may indicate a greater problem.

If the administration determines that student/parent cooperation is lacking, including being disruptive to the lives of those in the LBA community, the student may be requested to transfer out.

Liberty Baptist Academy is, above all else, a Christian institution in both philosophy and practice. We firmly believe there is no place at LBA for worldly practices or divisions so common among other institutions. At Liberty Baptist Academy, every student is treated equally and fairly, regardless of nationality, race, or background; therefore, any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, writing, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of the academy and may be withdrawn or refused reenrollment at the discretion of the administration.

Attendance at Liberty Baptist Academy is a privilege and not a right. Students forfeit their privilege if they do not conform to the standards and ideals of work and life at Liberty Baptist Academy.

36 - High School Restroom Policy

7th - 12th grade students will be allowed to use the restroom when they need to; but, if it is during class time, they will receive a slip from the office to take back to their teacher. Abuse of this policy could result in demerits being issued.

37 - Academic Honesty

Honesty in all matters is a valued principle at Liberty Baptist Academy. Any form of academic dishonesty, which includes but is

not limited to cheating and plagiarism, constitutes a serious breach of trust. No form of academic dishonesty will be tolerated and will be met with severe consequences.

Definitions (not all-inclusive):

Plagiarism: The use of another's words, information, or ideas without giving credit to that person. This includes copying, quoting, paraphrasing, or taking an idea from published or broadcast material from another source.

Cheating: Using unauthorized notes, study aids, or information on tests and/or exams; altering a graded work after it has been returned; allowing another person to do one's work and then submitting that work under one's own name; allowing another person to use or copy one's work.

38 - Internet Policy

Social interaction on the Internet can enrich our lives, but it also can complicate and coarsen our lives. Parents should closely monitor their student's Internet use, particularly on social media such as Instagram, Twitter, Snapchat, etc.

Almost every year students face suspensions and expulsions because of inappropriate postings on the Internet. If a student posts vulgarity, inappropriate sexual content, inappropriate photographs, initials with vulgar references, attacks on Liberty Baptist Church or Liberty Baptist Academy, etc., they will be subject to suspension or expulsion. A copy of the Internet posting will be given to their parents, and a copy will be placed in their permanent record. If a student uses the Internet to "cyberbully" another student, to use derisive names toward a student or group of people, or cause divisions between people, they will be subject to suspension or expulsion. If a student posts inappropriate photographs of themselves or others, they are risking great harm from Internet predators as well as serious consequences at the academy.

Parents often say they monitor their children's online activity but, in reality, do not. Students often are not aware that the consequences of their words can last for years after the incident has long been forgotten. Parents are strongly urged to protect their children from Internet dangers.

39 - Bullying

Bullying is a nation-wide problem and will not be tolerated at Liberty Baptist Academy. Bullying may be physical, verbal, or online abuse of another student. When an accusation of bullying is made, the administration takes it seriously, investigates the charges, and gives appropriate consequences when bullying is found.

However, parents are sometimes frustrated to find that a charge of bullying is not always a simple situation. Horseplay, mutually passed insults, etc., may be wrong and need to be dealt with but are not necessarily bullying. Every time there is a conflict between students it is not necessarily a case of one being a bully. Often students will be having innocent “give and take,” and then it gets out of hand.

No parent wants their child accused of being a bully unless there is solid evidence. If it is a case of one student’s word against another with no witnesses - which student is to be believed?

Sometimes students do not have good social skills and take offense where no offense was intended.

The administration will take the issue of bullying seriously. Please understand that it is a very difficult issue to deal with. Your patience will be appreciated.

40 - Sexual Harassment and Human Sexuality Policy

All students and school personnel are expected to conduct themselves with respect for the dignity of others. If a student has concerns about the nature of any conduct or physical contact by a school or church employee, a fellow student, or a member of the public, the student should immediately report the concern to the administrator or teacher as well as discuss this concern with his/her parent or guardian. The academy will investigate all such reports immediately.

A student found to be in violation will be subject to disciplinary action up to and possibly including expulsion from school. An employee will be subject to disciplinary action up to and possibly including termination of employment. All such reports will be handled discreetly to maintain confidentiality, avoid harassment, and protect the student making the report.

- I. Church Statement of Faith on Human Sexuality
 - A. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 2; Genesis 19:5, 13; Genesis 26:8, 9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4)
 - B. We believe that the only legitimate marriage is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22, 23).
- II. Standard of Conduct
 - A. A student may be refused admission, dismissed, or expelled from school or asked not to return the following year if he/she is out of harmony with the statement of faith, the spirit, or the policies of the school as determined by the pastor, administrator, and school board.
 - B. Readmission considerations following dismissal will be determined on a case-by-case basis.
 - C. Parental support
 - 1. This implementation may also be applied to the conduct, support, and spirit of parents (if appropriate in light of the school's enrollment standards).
 - 2. The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.
 - 3. Parental support is an essential part of the educational process. If, in the discretion of the administration and pastor, a parent has failed to support the administrator or ministry staff or the standards articulated in the ministry's statement of faith, the administration reserves

the right to deny the student continued enrollment in the academy.

III. Defining Immoral or Inappropriate Behavior

A. Physical Contact/Immorality

1. Demonstrations of romantic involvement between students on school property are not permitted. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior can result in demerits, honor code violations, suspension, or expulsion. Boys and girls should maintain an appropriate distance at all times and behavior should be above reproach.

2. In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning the change of one's gender at birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4)

B. Definition of "immoral act" - Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

C. Definition of "identifying statement"

1. A statement that a student is homosexual, bisexual, transgender, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to

engage in immoral, transgender, and/or homosexual acts.

2. Examples:

- a. "I am gay," "I have a homosexual orientation."
- b. "I am transgender," "I identify as another gender."
- c. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Liberty Baptist Academy and is a basis for dismissal. Final decisions would be made by the pastor, administrator, and school board.

3. All students must be treated with dignity and respect, free of threats or harassment.

D. Definition of "identifying act"

1. Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior

2. Examples:

- a. Wearing apparel and/or accessories that shows and/or implies support for homosexual, transgender, and/or other immoral behavior.
- b. Wearing apparel, makeup and/or accessories that are commonly associated with another gender than the student's naturally-born gender attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally-born gender. Attempting to be involved in sport teams of another gender than the student's naturally-born gender.
- c. Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Liberty Baptist Academy and is a basis for dismissal. Final decisions would be made by the pastor, administrator, and/or school board.

3. All students must be treated with dignity and respect, free of threats and harassment.

41 - Simple Rules for Students

- Disrespect and disobedience to those in authority will not be tolerated.
- Talking in class without permission is not allowed.
- Getting out of a classroom seat without permission is not allowed.
- No writing, passing, or reading of notes is allowed throughout the school day.
- Adults and students will be treated with respect at all times.
- No mutilation or destruction of any property will be tolerated.
- Horseplay of any kind is not allowed.
- Students are not allowed to use first names for faculty and staff but are to address them as Mr. _____, Mrs. _____, Miss _____, Pastor _____, etc.

42 - Lunch/Snacks/The Trading Post

Students bring their lunches from home or can purchase items from The Trading Post (although not a school cafeteria, there is a daily lunch item). Parents are encouraged to vary food, keeping nutrition in mind and sweets to a minimum. Microwaves are available to the students (lunchroom coordinators assist younger students), but parents should provide students who bring their lunches with eating utensils, napkins, and other supplies. Also, lunches are on a tight schedule each day. For those who are interested in celebrating a student's birthday at lunch, please schedule the date ahead of time with the office; and then bring only finger desserts, such as cupcakes, cookies, or brownies, etc.

Space in the lunch area is limited. Parents who would like to have an occasional lunch with a student must request prior permission from the office and then check in at the office upon arrival for lunch.

Kindergarten students have a morning snack each day. Parents of kindergartners should send a snack separate from the student's lunch.

At the Trading Post, concession food items, including some breakfast items, are available. A list of concession items and prices is available; however, the availability of the items and the prices of

the items are subject to change. All Trading Post purchases must be on a cash basis or a pre-paid lunch account. Parents can put money on a lunch account at The Trading Post, online through *PraxiSchool*, or at the office if no one is at The Trading Post. Please keep up to date on the amount on your account. There is no charging of lunches or snacks, with the following exception: Students who forget their lunch will be allowed to charge one lunch item equal to or less than \$1, one drink (milk or water), and one snack. Parents will be notified of the charge. Lunch charge slips (which should be the rare exception) will be sent home with the students and should be paid promptly.

Parents are responsible to instruct their children as to what they are allowed to purchase at The Trading Post.

43 - Field Trips

Each class, except K4, will have one field trip off campus. In addition to being educational, field trips will be fun and exciting. On field trips, students are to follow school dress code. For the safety and security of our students, field trips are only for students, their teacher(s), and chaperones selected from the staff members of Liberty. Students are not allowed to have cell phones on field trips, which also means students are not allowed to use a cell phone as a camera on a field trip. Field trips will be billed through *PraxiSchool*. If a child is unable to attend a field trip, it is the parent's responsibility to notify their child's teacher prior to the day of the field trip.

44 - Travel Policy

LBA does not provide transportation to and from school; however, buses/vans are used to transport students to various school-related activities such as sports activities and field trips. The following is a list (not all inclusive) of expected behavior on school-owned vehicles:

- Obey the driver and school staff promptly concerning conduct.
- Observe classroom conduct, except for ordinary conversations with students in the same row.
- Except with special permission from the teacher, objects that are prohibited in school are also not allowed on the vehicle.

- Students must help keep the vehicle clean, sanitary, and orderly. Intentional damage to a school vehicle will be considered as intentional damage to school property and will be dealt with accordingly.
- Eating and drinking are not permitted in the vehicle.
- Students must remain seated at all times, keeping heads and arms inside the vehicle at all times, and be properly buckled.
- Students are not permitted to throw any items out of the windows of the vehicle.
- Students are to be silent when the vehicle is stopped at railroad crossings.

Students who fail to abide by these, or any other applicable rules of conduct set forth in the Parent/Student Handbook, will be subject to the disciplinary measures outlined in the handbook.

45 - Guests on Campus

For security, during the school day anyone coming on campus who is not a student or faculty of Liberty Baptist Academy (except for those dropping off or picking up students) should check in at the office.

Parents and any others should check in at the office if they need to leave something for the student or teacher or if they need to pick up the student prior to dismissal. **Please do not go directly to the classroom.**

Students are not allowed on campus if they are absent for that school day. They may not come to have lunch with friends or “hang out” if they are absent. Students are not allowed on campus during the school day or for school activities if they are out of stated school dress code for an event. Former students are not allowed on campus without checking in at the office and are not allowed in classrooms during the school day.

46 - Telephone

Students are not permitted to use the school telephone except in case of emergency. While students are at school (before, during and after), their cell phones, etc., are to be turned off and are to remain in book bags/purses (through 6th grade) or locked inside the locker (7th - 12th grade). A parent can call the office to get a message

to the student, but this should be the extremely rare exception rather than a regular occurrence. Each family is to communicate with students at home regarding personal matters, such as times students will be picked up, who will be picking them up, whether friends can go home with them, etc. Classes will not be disrupted during the school day with the delivery of non-emergency messages. **Very Important Note To Parents:** Before the first day of school, let your child(ren) know that if you are not at school at their regular pick up time it is because you are running late... that they will, therefore, go to the gym for extended care... and that you will be there as soon as possible. When you are running late, please do not call the office to ask the receptionist to pass this message on to your child(ren).

47 - Cell Phone and Smart Device Use

Cell phones and smart devices (iPads, tablets, smart watches, etc.) are not to be worn or used by students while on campus. All cell phones or smart devices (iPads, tablets, smart watches, etc.) are to be powered off and kept in the student's bookbag/locker.

Cell phones or smart devices (iPads, tablets, smart watches, etc.) that are on or used during school hours or school activities, unless specified, will be kept in the academy office for a period of time.

48 - Lost and Found

Liberty Baptist Academy is not responsible for lost or stolen items. As much as possible, names should be permanently attached to all possessions; and students should not carry large amounts of cash or valuables. Found items will be placed in the academy office.

49 - Emergency School Closing

In most situations, if St. Lucie County public schools close because of a hurricane, other inclement weather or disaster, Liberty Baptist Academy would do likewise. However, we retain the right to make our own decision and will communicate that decision as quickly as possible to our families - by notes home, outdoor sign, signs on the office doors, phone calls, voice mail message, e-mail,

etc. The academy will reopen as soon as possible and will communicate that date as mentioned above. Updated messages will be posted on the voice mail, if possible.

50 - Extended School Day - 3:05 p.m. to 6:00 p.m.

Extended School Day is provided for working parents who cannot pick their children up at dismissal times. We ask that parents make every effort to pick their children up as soon as it is possible to do so every day. Information and prices are available on an additional information sheet.

ESD consists of organized, planned activities. There is a 30-minute snack time. A snack or money can be sent with the student and can be included with their lunch (does not need to be a separate snack bag). Beginning at 3:05 p.m. (there will be no charge if picked up by 3:15 p.m.), all students remaining on campus (including those in after-school helps classes) will be considered to be in the ESD program and will be charged accordingly. Exceptions: (1) students taking private paid music lessons or tutoring (not including helps classes) - during the lesson time, (2) students officially participating in a fee-based sports program - during practice time or sports events, (3) students involved in after-school high school choir or high school make-up study hall, (4) students attending sports events as paying spectators (must be with an adult responsible for them) - during the sports event, and (5) other situations (when they occur) specifically decided by the administration. Parents picking students up from ESD can park in any of the parking lots (the ID tag is for regular dismissal times).

Every student in ESD is signed out electronically by ESD staff using the *PraxiSchool* program.

ESD will be billed on the 15th and 30th of each month. This charge is separate and apart from the tuition payment. Any unpaid balance will be late on the 11th of each month and will be charged a late fee. ESD charges will be emailed via *PraxiSchool* on the dates billed. The privilege of having children in the ESD program will be forfeited if payments are not made on time or if parents attempt to avoid charges by not signing out a student.

51 - Transfer of Permanent School Records

In the event of a permanent closure of Liberty Baptist Academy, it will comply with Section 1002.42(3)(a)2b of Florida Statutes, which states: "All private schools that become defunct shall transfer all permanent information contained in student records to the district school superintendent of the public school district in which the private school was located; or, if the private school is a member of a private school system or association, such school may transfer such records to the principal office of such system or association, which shall constitute full compliance with this subsection. In the event that such private school system or association becomes defunct, it shall transfer all the permanent information contained in its files to the district school superintendent of the public school district in which the private school was located."

52 - The Purpose of This Handbook

This handbook states some policies and guidelines for students and parents. It is not "all inclusive." Regardless of whether or not a situation is addressed in the handbook, on a separate form, or in any other manner, the administration reserves the right to make the final decision in any matter.