

Liberty Bible Baptist Academy Valencia Inc

Student Handbook

Official Guidelines and Policies

Table of Contents

GENERAL - Guiding Principles & Scope

I - Admission Requirements

II - Financial Policies

III - Academic Policies

IV - Conduct and Behavior Policies

V - Parental Involvement

VI - Facilities and Services

VII - Restricted Area

VIII - Spiritual Growth

VALUES - Vision, Mission & Commitment

SEC-11 - DepEd Legalities and Philippine Laws

Offenses and Sanctions

Guiding Principles & Scope

1. Guiding Principles

All disciplinary measures shall be fair, educational, non-violent, and implemented with due process in accordance with DepEd Order No. 40, s. 2012 (Child Protection Policy). The school adheres to restorative discipline and progressive interventions.

2. Scope

This policy applies to all learners during school hours, within school premises, and in all school-related activities on or off campus.

Admission Requirements

1. Ages for Pre-School Enrollees

Pre-school enrollees must meet the following age requirements: Nursery (3-4 years old), Kinder I (4 years old), Kinder II (5 years old).

2. Birth Certificate Requirement

A photocopy of the Birth Certificate is required for all Preschool and Grade 1 enrollees.

3. Entrance Test and Interview

A Progress Entrance Test and interview are mandatory for all incoming Grade I pupils, first-year high school students, and transferees.

4. Certificate of Moral Character

A Certificate of Moral Character from the last school attended is required for all transferees with a GMRC/Values Education grade of less than 83%.

5. Entrance Fee

Payment of the entrance fee in accordance with the school fee assessment schedule.

6. Admission & Medical Forms

Properly accomplished Application for Admission and Medical Form.

7. Parents' Orientation

Mandatory attendance at the Parents' Orientation session.

NOTE. Reservation of Rights

The school reserves the right not to accept applicants on the basis of past academic record and/or conduct.

Financial Policies

1. Prior Approval for Collections

No fees or money will be collected from the students without prior approval from the administration.

2. Delinquent Accounts Clearance

Upon enrollment, all delinquent accounts must first be paid.

3. Entrance Fee Payment

The entrance fee must be paid in accordance with the school fee assessment schedule.

4. Book Issuance Policy

A complete set of books will be issued upon enrollment as soon as books become available and if payment is made in accordance with the schedule. If payment is not made in accordance with the schedule, the books will not be issued.

5. Monthly Billing Cycle

Billing is sent every 3rd week of the month, and monthly payments must be made after receiving the billing statement.

6. Inability to Pay / Periodical Tests

In case of inability to pay, especially during long and periodical tests, the parents must see the principal or director for special payment arrangements.

7. Exam Clearance

Clearance is required before a student can take mid-school year and final examinations.

8. Release of Permanent Records

Pupils'/Students' cards and permanent records will not be released until all accounts have been fully paid.

9. Payment Options

Payment Options include: 1) One monthly fee deduction for whole year payment. 2) Family discount: for 3 children, the 3rd child monthly tuition is free. 3) Regular monthly fee payments.

Academic Policies

1. Attendance & Punctuality

Policies covering school attendance, punctuality, and absences.

1.1 Regularity

To get the maximum training, pupils/students must be regular and prompt in attendance.

1.2 Notification of Absence

In case of a child's absence, the teacher must be notified by the parents or guardians through a letter or call.

1.3 Dropped Status

A pupil/student who commits 10 consecutive absences without notice will be dropped from the school roll.

1.4 Punctuality & Standard Time

Strict compliance with school hours is required. The time shown on the school clock is the school standard time. All pupils/students must be in school before the official class hour starts in the morning and in the afternoon.

1.5 Tardiness

A pupil/student is considered late/tardy when he/she arrives five (5) minutes after the class has started.

1.6 Excused and Unexcused Absences

Excuse will be granted for absences due to illness. An unexcused absence must be supported by a letter from parents/guardians, given to the adviser upon return. If on the second day there is still no excuse letter, the student will not be allowed to enter classes, will be sent to the guidance office, and parents will be informed.

1.7 Excused Class Leave & Gate Pass

A pupil/student who wishes to be excused from class should ask permission from the adviser and secure a gate pass. Gate passes will only be issued after the adviser has communicated with their parents or legal guardian.

2. Academic Requirements

Policies covering textbook ownership, exams, and academic performance.

2.1 Book Ownership

Every child must have his/her own books for maximum learning.

2.2 Compliance on Time

All subject requirements must be complied with on time.

2.3 Scheduled Test Dates

As much as possible, students must take tests on scheduled dates. The school discourages special exams.

2.4 Co-curricular & Extra-curricular Activities

All pupils and students are required to participate in all academic activities. However, participation in extra-curricular activities is voluntary and with parents'/legal guardians' approval.

2.5 Failing Grades / Counseling / Transfer

Students with failing grades due to willful negligence of responsibilities and excessive absences will be advised to transfer after thorough counseling if no positive response is observed.

3. Grading System

A student is graded based on quizzes, unit test, recitation, long test, periodical test, and projects. Grade computation: Kindergarten and Elementary Levels: 1st, 2nd, 3rd, and 4th quarters are weighted at 25% each. Secondary Level: Averaging grading system is followed (the average of the 4 quarters of every subject is multiplied by the corresponding number of units).

4. Honors and Citations

Criteria for undergraduate academic honors, character excellence medals, and graduation citations.

4.1 Undergraduate Academic Excellence

Honors are awarded to learners whose quarter average falls within published ranges, with no subject grade below 85% in that quarter. Exceptional cases will be reviewed by the Honors Review Committee. The school reserves the right to withhold honors for failure to meet the subject floor or for disciplinary reasons.

4.2 Quarterly Honor Ranges

Quarter 1 (ceiling = 94): Highest Honors (93-94), High (91-92), Honors (89-90), Accomplishment (below 89). Quarter 2 (ceiling = 95): Highest (94-95), High (92-93), Honors (89-91), Accomplishment (below 89). Quarter 3 (ceiling = 96): Highest (95-96), High (93-94), Honors (89-92), Accomplishment (below 89). Quarter 4 (ceiling = 98). Final Honors average is based on General Average of all 4 quarters (highest possible average is 95.75, rounded to 96).

4.3 Character Excellence Awards

Pupils/students demonstrating exemplary behavior and conduct are awarded gold medals/certificates in the following categories: behaved, obedient, industrious, neat & clean, courteous.

4.4 Special Awards

Given for outstanding participation in co-curricular activities, leadership, inter-school academic sports, art, and cultural competitions.

4.5 Graduate Honors

A candidate for graduation with honors in secondary level must complete the whole course within 4 curriculum years and have no failing grades during all 4 years of high school.

4.6 Graduation Evaluation Criteria

Graduation honors criteria: Scholarship (7 weights), Character (3 weights) - Total 10. Only the Fourth Year Ratings are considered for character and extra-curricular weights.

5. Promotion and Retention

Elementary: Pupils with a final average of 75% or higher are promoted; below 75% are retained. High School: Promotion is by subject and units. A student failing 2 subjects or less is promoted; failing more than 2 subjects is retained. Absences of more than 20% of class/lab periods will result in a failing grade and no credit.

Conduct and Behavior Policies

1. Prescribed School Uniform

All pupils/students must wear the prescribed school uniform. The strict implementation and deadline for wearing the prescribed school and P.E. uniforms is August 3, 2026.

2. P.E. Uniform

The P.E. uniform should be worn during P.E. days. The strict implementation and deadline for wearing the prescribed school and P.E. uniforms is August 3, 2026.

3. Uniform Violation Fine

If a student fails to wear his/her uniform, they will be fined a fee of 25 pesos. (Fines go to the PTA fund).

4. Inappropriate Attire Fine

Wearing extremely tight or form-fitting trousers for boys, and short dresses, shorts, low-cut blouses, and pants for girls inside the campus is prohibited. A fine of 25 pesos will be imposed.

5. Care of Books and Belongings

Pupils/Students must take care of books and personal property. Loss must be immediately reported to the adviser.

6. ID Card Policy

Pupils/students must wear their IDs while on campus.

7. Expensive Gadgets & Toys

Students are discouraged from bringing expensive toys and gadgets. The school is not responsible for damage or loss.

8. Boys Haircut & Jewelry Fine

Boys must have hair neatly trimmed (prescribed haircut). Wearing of earrings/nose jewelry for boys and excessive jewelry for girls is prohibited. A fine of 25 pesos will be imposed.

9. Girls Hair Coloring & Jewelry Fine

Girls must not color their hair. Wearing nose jewelry/excessive jewelry is prohibited. A fine of 25 pesos will be imposed.

Parental Involvement

1. Class Interruption Restriction

Parents and callers are not allowed to interrupt classes to see any student or teacher. They should present themselves at the administration office.

2. Required Parent Participation

Parents must participate in: 1) Parent Orientation Session (held first Friday at school year start). 2) Parent-Teacher Conferences (once every quarter).

Facilities and Services

1. Digital Library & ICT Facilities

The school provides a Digital Library and ICT/computer rooms exclusively for students from Grade 4 and above. Grade school and high

school students may borrow digital or physical library resources. Lost resources will be charged. The school reserves the right to cancel library or ICT access for rule violations.

2. Furniture & Equipment Liability

Students can enjoy the use of all school furniture, fixtures, and equipment, but any loss or damage will be charged to the student.

Restricted Area

1. Administration Offices

Enter only when transacting official business and to make important telephone calls.

2. Church Building

Enter only during chapel hour, school programs, and school-related activities.

Spiritual Growth

1. Chapel Hour Attendance

Attendance to the chapel hour is mandatory for all pupils and students.

2. Bible Ownership

Every pupil/student is required to have their own Bible and bring it to school.

3. Sunday school Invitation

Every pupil/student is invited to join Sunday school classes held regularly at 8:00 AM at Liberty Bible Baptist Church, Valencia. (This is optional).

Vision, Mission & Commitment

VISION. Our Vision

The leading provider of quality Christian education in the primary and secondary levels in Valencia City.

MISSION. Our Mission

The mission of Liberty Bible Baptist Academy is to educate each student in such a way as to prepare him for a life lived for God and for the greater good of mankind.

DepEd Legalities and Philippine Laws

11.1. Republic Act No. 10627 (Anti-Bullying Act of 2013)

Requires all elementary and secondary schools to adopt policies to address the existence of bullying in their respective institutions. The school enforces a strict anti-bullying policy to protect students from physical, verbal, and cyber-bullying.

11.2. DepEd Order No. 40, s. 2012 (Child Protection Policy)

The school adheres to the DepEd Child Protection Policy, enforcing a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of abuse.

11.3. Republic Act No. 10173 (Data Privacy Act of 2012)

Governs the collection and handling of student records and personal information. The school protects the privacy of individuals while ensuring the free flow of information to promote innovation and growth.

11.4. Family Code of the Philippines (Article 218 & 219)

The school, its administrators, and teachers exercise special parental authority and responsibility over the minor child while under their supervision, instruction, or custody. This substitute parental authority ensures the safety and well-being of the students within school premises.

11.5. DepEd Order No. 8, s. 2015 (Policy Guidelines on Classroom Assessment)

Outlines the basis for grading and student evaluation following the K to 12 Basic Education Program. The school strictly follows these assessment guidelines to ensure fair and comprehensive evaluation of student performance.

Offenses and Disciplinary Sanctions

Restorative Progressive Intervention

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Minor	a	Staying in areas that are off-limits	Verbal Admonition & Counselling	Work Detail	Parent-Child/Student-Teacher Conference + P25.00 payment
Minor	b	Littering	Verbal Admonition & Counselling	Work Detail	Parent-Child/Student-Teacher Conference + P25.00 payment
Minor	c	Misbehaviour in the classroom and corridor	Verbal Admonition & Counselling	Work Detail	Parent-Child/Student-Teacher Conference + P25.00 payment
Minor	d	Using cell phones during class hours	Verbal Admonition & Counselling	Work Detail	Parent-Child/Student-Teacher Conference + P25.00 payment
Major	a	Forging the signature of parents, school officials & falsification and tampering of any school record	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Major	b	Cheating in any form during examinations	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	c	Stealing or taking anything without permission of the owner	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	d	Acts of disrespect toward any faculty member or school official and toward another pupil/student	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	e	Cutting classes	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	f	Use of indecent and foul language	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	g	Forming of peer groups or “gangs” that are destructive in nature	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Major	h	Doing unfavourable acts outside the school and thus bringing ill-repute to the school	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	i	Deliberately inflicting (minor) injury on another	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	j	Involvement in fights	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	k	Destruction of school property (must pay the damage)	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	l	Smoking	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	m	Vandalism	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Major	n	Bringing of weapons of any kind	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	o	Bringing of pornographic materials	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	p	Gambling inside the campus and its immediate vicinity	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	q	Dating within the campus	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Major	r	Drinking alcoholic drinks within the compound and within the immediate vicinity of the school	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: 1 grievous offense status
Serious/Grievous	a	Drug use & peddling	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated	Dismissal	Dismissal

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Serious/Grievous	b	Drunkenness	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated	Dismissal	Dismissal
Serious/Grievous	c	Use or possession of weapons of any kind thereby inflicting injury	Immediate dismissal & payment of hospitalization	Dismissal	Dismissal
Serious/Grievous	d	Stealing of test papers or school records	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated	Dismissal	Dismissal
Serious/Grievous	e	Use of pyrotechnics causing considerable damage & physical injury	Immediate dismissal plus payment of damages	Dismissal	Dismissal

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Serious/Grievous	f	Major physical contact/assault	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated	Dismissal	Dismissal
Serious/Grievous	g	Violence	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated	Dismissal	Dismissal
Serious/Grievous	h	Sexual misconduct	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated	Dismissal	Dismissal
Serious/Grievous	i	Severe bullying	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated	Dismissal	Dismissal

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Specific Sanction	q_exam	Failure to reach a passing quarterly examination reports	Advised for counselling	—	—
Specific Advice	disease	Contracting communicable diseases which requires isolation	Advised to stop attending class until the disease is successfully treated	—	—