

Liberty Bible Baptist Academy Valencia Inc

Student Handbook

Official Guidelines and Policies

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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

Kinder II: 5 years old.

Standard and Late-Birthday Age Limits for Kinder II (LRN Eligibility):

- Standard Minimum Age: The learner must be 5 years old on or before October 31 of the current school year.
- The Late-Birthday Exception (ECCD Eligible): If a child is born late in the year and will turn 5 years old between November 1 and December 31, they are permitted to enroll and receive an LRN only if they have completed one full year of an Early Childhood Care and Development (ECCD) program. They must present a Certificate of Completion from a recognized Child Development Center.

2. Birth Certificate

Xerox copy of Birth Certificate for Preschool and Grade 1 enrollees.

3. Entrance Test

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

4. Moral Character

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

5. Entrance Fee

Entrance fee payment.

6. Admission Form

Application for Admission and Medical Form properly accomplished.

7. Parents Orientation

Parents' Orientation attendance. NOTE: The school reserves the right not to accept applicants on the basis of past academic record and/or conduct.

Financial Policies

1. Approval of Fees

No fees or money will be collected from the students without prior approval from the administration. Parents must inform the administration if a teacher collects money that was not approved.

2. Delinquent Accounts

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. Issuance of Books

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, but if payment is not made in accordance with the schedule, the books will not be issued.

5. Billing Statements

Billing is sent every 3rd week of the month and the monthly payment must be after receiving the billing statement, or at least 7 days before the start of monthly exams.

6. Inability to Pay

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. Clearance Requirement

Clearance is required before a student can take mid-school year and final examinations. In cases of extreme financial difficulty, a parent may submit a written Promissory Note subject to the approval of the School Administration at least 3 days before the examination.

8. Release of Records

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

9. Payment Options

One monthly fee deduction for whole year payment. 3 children - 1 child, free Monthly fee.

Academic Policies

1. Attendance

A pupil/student who wishes to be excused from class should ask permission from the adviser and secure a gate pass. To fulfill our legal obligation of Substitute Parental Authority (Art. 218, Family Code), the school strictly enforces a closed-campus policy. No student may leave the premises during school hours without a verifiable communication from the authorized parent/guardian and an approved Gate Pass.

1.1 Notice of Absence

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

1.2 Consecutive Absences

A pupil /student who commits 10 consecutive absences without notice will be dropped.

1.3 Punctuality

Strict compliance of school hours is required of the student. 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.

1.4 Tardiness

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

1.5 Excused Absences

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

1.6 Gate Pass

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

2. Academic Requirement

General academic requirements for all students.

2.1 Personal Books

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

2.2 Timely Compliance

All subject requirements must be complied with on time.

2.3 Scheduled Tests

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

2.4 Participation

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 due to Negligence

Students with failing grades due to willful negligence of responsibilities and excessive absences will be advised to transfer after a thorough counseling without positive response.

3. Grading System

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

4. Honors and Citations

Criteria for awarding honors based on DepEd Order No. 36, s. 2016.

Academic Excellence Awards: Honors are awarded to learners based on their General Average for the trimester (or Final General Average for year-end recognition). A student must not have any failing grades (below 75) in any subject.

- With Highest Honors: 98 - 100

- With High Honors: 95 - 97

- With Honors: 90 - 94

Character Excellence: Awarded for exemplary behavior based on core values (Maka-Diyos, Makatao, Makakalikasan, Makabansa).

Special Awards: Outstanding participation in Leadership, Athletics, Arts, Communication Arts, Mathematics, Sciences, and Tech-Voc.

A candidate for graduation for honors in the secondary level should have completed the whole secondary course within four (4) curriculum years for high school and should not have failed in any subject during the entire four years of high school.

4.1 Undergraduate Honors

Academic Excellence: Honors are awarded to learners whose quarter average falls within the published honor ranges and who have no subject grade lower than 85%. Quarter Ceilings: Q1=94, Q2=95, Q3=96, Q4=98.

Character Excellence: Awarded for exemplary behavior (obedient, industrious, neat & clean, courteous). Special Awards: Outstanding

participation in co-curricular activities.

4.2 Graduate Honors

A candidate for graduation for honors in the secondary level should have completed the whole secondary course within four (4) curriculum years for high school and should not have failed in any subject during the entire four years of high school.

4.3 Grading Criteria

Scholarship (academic & vocation): Weight 7. Character: Weight 3. Total: 10. Only Fourth Year Ratings are considered for character and co-curricular weights.

5. Promotion and Retention

Rules regarding student promotion.

5.1 Elementary Promotion

A Pupil with a final average of not less than 75% is promoted to the next grade level. A final grade of less than 75% is considered retained.

5.2 High School Promotion

Promotion shall be by subject and by the number of units. A student who fails in 2 subjects or less is promoted to the next year level. A student who fails in more than 2 subjects will be retained.

5.3 Absence Limit (20%)

A student who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year shall be given a failing grade and no credit for the subject.

Conduct and Behavior Policies

1. Apparel, Hair Code, Accessories, Personal Belongings

1.1 School Uniform

All pupils/students must wear the prescribed school uniform.

1.2 P.E Uniform

The P.E uniform should be worn during P.E days.

1.3 Uniform Fine

1.4 Inappropriate Clothing

Wearing of extremely tight or form-fitting trousers for boys and short dresses, shorts, low-cut blouses, and pants for girls within the campus is not allowed.

1.5 Care of Property

Pupils/Students must take care of their books and personal properties at all times. Any property loss must be immediately reported to the adviser.

1.6 ID Card Requirement

Pupils/student must wear their IDs while in campus.

1.7 Expensive Items

Pupils/Students are discouraged from bringing expensive toys and gadgets to school. The school is not held responsible for any damage or loss of such items.

1.8 Boys Haircut & Accessories

The boys should have their hair neatly trimmed according to the prescribed haircut. Likewise, the wearing of earrings and nose jewelry for boys and excessive jewelry for girls is prohibited. Any form of piercing is not allowed.

The girls must not color their hair. Likewise, the wearing of nose jewellery and excessive jewellery for girls is prohibited.

Violations will be subject to positive, non-violent progressive discipline instead of monetary fines.

1.9 Girls Hair & Accessories

The girls must not color their hair. Likewise, the wearing of nose jewellery and excessive jewellery for girls is prohibited.

Parental Involvement

1. Class Interruptions

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

2. Orientation Session

Parent Orientation Session - Held at the first Friday at beginning of the school year.

3. Parent-Teacher Conferences

Parents-Teachers' Conferences - parents will be scheduled once every quarter.

Facilities and Services

1. Library

Grade school and high school students are allowed to borrow books from the Library. Lost books will be charged to the student. The school reserves the right to cancel library cards of students who break the library rules.

2. Furniture, Fixtures & Equipment

All students can enjoy the use of all furniture, fixtures & equipment of the school but the loss or damage of any 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

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

Spiritual Growth

1. Chapel Hour Attendance

A pupil/student who wishes to be excused from class should ask permission from the adviser and secure a gate pass. To fulfill our legal obligation of Substitute Parental Authority (Art. 218, Family Code), the school strictly enforces a closed-campus policy. No student may leave the premises during school hours without a verifiable communication from the authorized parent/guardian and an approved Gate Pass.

2. Bible Requirement

Every pupil/student is required to have his/her own Bible which is to be brought to school.

3. Sunday School Class

Every pupil/student is invited to join Sunday school classes held regularly at 8:00 in the morning at Liberty Bible Baptist Church, Valencia. However this is optional.

Vision and Mission

1. Vision

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

2. 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. 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. Disciplinary actions are restorative, positive, and non-violent.

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

Governs the collection and handling of student records and personal information. By enrolling, parents consent to the processing of student data for educational purposes. Explicit consent is required for public promotional materials.

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 evaluation of student performance.

11.6. Batas Pambansa Blg. 232 (Education Act of 1982)

Provides for the rights of students in school, including the right to receive competent instruction, relevant quality education, and the right to due process in disciplinary cases.

11.7. Republic Act No. 11313 (Safe Spaces Act)

Prohibits gender-based sexual harassment in streets, public spaces, online spaces, workplaces, and educational/training institutions.

11.8. DepEd Order No. 88, s. 2010 (Manual of Regulations for Private Schools)

The governing manual for private school operations, academic standards, administrative rules, and the general management of student

affairs.

Offenses and Disciplinary Sanctions

Restorative Progressive Intervention

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Minor	MIN-01	Staying in areas that are off-limits	Verbal Admonition & Counselling	Work Detail	Parent-Child/Student-Teacher Conference + P25.00 payment 4th: Escalation to Major Offense
Major	MAJ-01	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: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-01	Drug use & peddling	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal
Specific	SPC-01	Failure to reach a passing quarterly examination reports	Advised for counselling.		

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Minor	MIN-02	Littering	Verbal Admonition & Counselling	Work Detail	Parent-Child/Student-Teacher Conference + P25.00 payment 4th: Escalation to Major Offense
Major	MAJ-02	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: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-02	Drunkenness	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal
Specific	SPC-02	Contracting communicable diseases which requires isolation	Advised to stop until disease is successfully treated.		

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Minor	MIN-03	Misbehaviour in the classroom and corridor	Verbal Admonition & Counselling	Work Detail	Parent-Child/Student-Teacher Conference + P25.00 payment 4th: Escalation to Major Offense
Major	MAJ-03	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: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-03	Use or possession of weapons of any kind thereby inflicting injury (immediate dismissal & payment of hospitalization)	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal
Minor	MIN-04	Using cell phones during class hours	Verbal Admonition & Counselling	Work Detail	Parent-Child/Student-Teacher Conference + P25.00 payment 4th: Escalation to Major Offense

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Major	MAJ-04	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: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-04	Stealing of test papers or school records	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal
Major	MAJ-05	Cutting classes	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-05	Use of pyrotechnics causing considerable damage & physical injury (immediate dismissal plus payment of damages)	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Major	MAJ-06	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: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-06	Major physical contact/assault	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal
Major	MAJ-07	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: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-07	Violence	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Major	MAJ-08	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: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-08	Sexual misconduct	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal
Major	MAJ-09	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: Escalation to Grievous Offense (4 major = 1 grievous)
Grievous	GRV-09	Severe bullying	Immediate investigation, temporary suspension pending review, and possible expulsion if substantiated.	Dismissal	Dismissal 4th: Dismissal

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Major	MAJ-10	Involvement in fights	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: Escalation to Grievous Offense (4 major = 1 grievous)
Major	MAJ-11	Destruction of school property (pay the damage).	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: Escalation to Grievous Offense (4 major = 1 grievous)
Major	MAJ-12	Smoking	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: Escalation to Grievous Offense (4 major = 1 grievous)
Major	MAJ-13	Vandalism	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: Escalation to Grievous Offense (4 major = 1 grievous)
Major	MAJ-14	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: Escalation to Grievous Offense (4 major = 1 grievous)

Severity	Code	Offense Description	1st Offense	2nd Offense	3rd/4th Offense
Major	MAJ-15	Bringing of pornographic materials	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: Escalation to Grievous Offense (4 major = 1 grievous)
Major	MAJ-16	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: Escalation to Grievous Offense (4 major = 1 grievous)
Major	MAJ-17	Dating within the campus	Counselling, work detail & Conference with Parents	In-school suspension (1–3 days)	Out-of-school suspension (3–7 days) 4th: Escalation to Grievous Offense (4 major = 1 grievous)
Major	MAJ-18	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: Escalation to Grievous Offense (4 major = 1 grievous)