

~ A Christian Day School Since 1976 ~



OPEN BIBLE
ACADEMY

**Parent/Student Handbook
2009–2010**

“...but they that wait upon the LORD
shall renew their strength;
they shall mount up with wings as eagles....”
Isaiah 40:31

Dear Parents,

It is a privilege for each one of the staff to be a part of this ministry. We are looking forward to another year of serving! We truly do thank God as we think of each of you and the sacrifice that each family makes to provide this valuable Christian education. It is the parents' responsibility to raise children who do not forget the incredible works of our God, and the Open Bible Academy is honored to come alongside in this important and often forgotten task!

As our staff strives continually to improve the education that we provide for your children, we know that true wisdom and knowledge can come only from a fear of God. While our goal is to prepare your children to excel in this world, we know that success can only truly be gained when each day and each task is approached with the goal of bringing glory to our God (1 Corinthians 10:31). We'd ask you to pray for each of us as we work with your children to train them up in the way that each should go.

In my experience in secular education and the secular workplace, I have been continually exposed to the effects of godless education on individuals. In particular, the removal of a Creator has wreaked havoc on the moral foundations of many once-outstanding institutions and destroyed the faith of many individuals. It is our goal to vehemently defend the Biblical record of Creation through Biblical study and scientific evidence. It is critical that all Christian students have this foundation as we work together to help them build their Biblical worldview.

Each of the staff feels that a solid Christian education is almost essential to the upbringing and faith building of children in a local assembly. We are thankful for each of you who sees the need and is willing to make the sacrifices necessary to provide this opportunity.

This handbook contains all of the policies and guidelines for the coming school year. Please read it carefully as this is the guide for each of our classrooms. It contains many answers to questions you may have during the course of this school year. You may find the Appendix to be very helpful in understanding why we do the things we do. We hope this information promotes an open line of communication that will make this coming school year profitable for all of us.

In the service of our Savior,

Heath Marvin
Administrator

Revised July 2009

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1 Introduction

The Open Bible Academy was founded in 1976 as a ministry of The Church of the Open Bible. The school exists today to allow the church to fulfill its biblical mandate to make disciples and teach students in all things while recognizing the ultimate responsibility of parents in rearing their children to the glory of God.

As a ministry of The Church of the Open Bible, the academy is under the supervision of the Board of Elders. They provide oversight for high level policy making and difficult discipline or spiritual issues.

The Open Bible Academy seeks to develop the whole student in a traditional setting by promoting spiritual growth, intellectual and academic progress, and physical and social development. The academy works to assist parents in their God-given responsibility of teaching their children in the God-given commands to:

- ...Love the LORD your God with all your heart, with all your soul, and with all your strength. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. (Deuteronomy 6:5-7)
- Train up a child in the way he should go, and when he is old he will not depart from it. (Proverbs 22:6)
- Children, obey your parents in the Lord, for this is right. "Honor your father and mother," which is the first commandment with promise: "that it may be well with you and you may live long on the earth." And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord. (Ephesians 6:1-4)

The Open Bible Academy employs faculty who are born-again, Spirit-filled Christians. The Academy encourages continuing education for its faculty.

The Open Bible Academy provides training at kindergarten, elementary and secondary levels. At each level, we promote conformity to Jesus Christ in addition to high academic standards. Because of this, parents and students are strongly encouraged to be in regular attendance at their local church's services.

Attendance at this school is a privilege and not a right. The goals of this school are not to reform but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the Gospel and the highest standards of morality and Christian behavior.

1.1 Websites

1.1.1 The Church of the Open Bible (COB)

www.cobma.org

This website contains the church's doctrinal statement, ministry information, schedule of events, and more.

1.1.2 Open Bible Academy (OBA)

www.openbibleacademy.org

This website contains academic information, teacher pages, sports and other event schedules, admissions information, and more. As a parent or student, please visit this website regularly to stay informed on coming events.

2 Admissions

2.1 Admissions Policy

OBA is designed for the education of children whose parent(s) have a clear testimony of salvation, desire that their children be conformed to the image of Christ, and require high academic standards in a structured, disciplined environment (*Romans 12:1-2*). Therefore, if students applying for admission to OBA have yet to make a personal profession of faith in Christ at the time the application is submitted, at least one parent or legal guardian must be saved and in agreement with OBA's doctrinal and philosophical position.

Students applying for Grades 9-12 will be asked for a statement of their salvation experience on their application and during a personal interview with the Administrator prior to their admission to OBA. Secondary students who have not yet trusted Christ as Savior, but whose Christian parent(s) desire their salvation and agree with our school's Statement of Faith and purpose will be considered on a case-by-case basis and may be accepted for a trial period of time. Final approval is subject to the Board of Elders of The Church of the Open Bible.

2.2 Admissions Procedures

Parents who wish to enroll a child at the Open Bible Academy must follow the steps listed below:

- Request a prospective student packet available at the school office. Please review it carefully before continuing with the enrollment process.
- Call OBA for an interview with the school administrator. Both parent(s) and prospective student(s) must be present for this interview. Copies of previous school records are helpful at this time.
- Submit the completed application form to the OBA office with the non-refundable registration fee, an original birth certificate for OBA staff to photocopy, and a request for official student records from previous school (if applicable). Parents of K4 and K5 students must also submit current medical records for their child at this time.
- Schedule entrance testing with the Administrator. Students entering grades 1-3 take an informal test that lasts about 30 minutes. Students entering grade 4 or higher take formal testing that lasts 4 or more hours.
- OBA will notify parents of student acceptance by letter.

OBA does not regard race, color, ethnicity, or national origin when making its admission decisions.

3 General Academics

Classroom Learning Environment

The Open Bible Academy seeks to provide a classroom environment that promotes learning. Since parents pay for this opportunity, we expect students to cooperate with the faculty in maintaining a classroom conducive to learning.

OBA outlines the following guidelines to establish a proper learning environment:

- Students must be prepared for each class (textbook, notebook, pencil, assignments, etc.).
- Students must be in their seats when school begins and when classes begin.
- Students must complete all assignments on time.
- Students must demonstrate respect for the teacher and other students by speaking only when permission has been granted.
- Students must honor the classroom teachers' established procedures and rules.

3.1 *Grade Reports: Progress Reports*

Elementary teachers will send home student papers on a weekly basis for parents to monitor their child's progress. Secondary teachers will send home interim reports in academic subjects to all students midway through each quarter. Interim reports with grades lower than C- must be signed and returned the next school day.

3.2 *Grade Reports: Report Cards*

OBA will issue report cards after the end of each nine-week grading period. OBA encourages parents to contact individual teachers if they have questions about their child's progress at any time during the quarter.

3.3 *Grading Scale*

A+ = 99-100	B+ = 91-92	C+ = 83-84	D+ = 75-76
A = 95-98	B = 87-90	C = 79-82	D = 72-74
A- = 93-94	B- = 85-86	C- = 77-78	D- = 70-71
			F = 0-69

3.4 Homework

The teachers of the Open Bible Academy assign homework to complement classroom teaching. OBA encourages parental assistance and supervision of this work, although the parent must not do the actual work.

OBA expects the following for homework:

- Each student must do his or her own work.
- Homework assignments must be done neatly, accurately and punctually to receive full credit.
- Students are required to make up work missed during absences. Individual students are responsible to find out what work has been missed and to submit it in a timely fashion. Teachers will give special consideration for make-up work during extended absences by individual students.
- Incomplete homework assignments for secondary classes will result in academic penalties determined by each teacher for each individual class. Teachers will announce these penalties at the beginning of the class.
- Graded papers/projects that are turned in late will be marked down by 10% for each day that the project is late. Assignments may be required for the completion of the course; failure to complete these assignments will result in a failing grade for that class. A teacher may assign detentions to complete late work.
- Incomplete homework assignments for elementary grades will result in penalties as determined by each teacher.

3.5 Honor Roll

OBA recognizes students' academic achievement by publishing a quarterly honor roll as follows:

High Honors – No report card grade below 92.5 and an overall average of 95 or better.

Honor Roll – No report card grade below 84.5 and an overall average of 87 or better.

3.6 Promoting/Retaining Policies

A student in 1st – 8th grade may be promoted if he completes math, English, and reading satisfactorily and has not failed more than three total classes. A student failing math, English, or reading will be required to complete summer remedial work in that subject. A student failing any two of math, English, or reading or failing three total classes will be required to repeat the school year.

4 Secondary Academics

This section covers grades 7 – 12. Grades 7 and 8 are considered “Junior High.”

4.1 *Dropping or Adding Courses*

Students must sign up for classes at the time of enrollment. All junior high courses are required. On the high school level, students should carefully consider the options available in elective courses and must register for these classes before the school year begins. Students seeking to drop or add courses must consult the administration within the first two weeks of the school year. After the second week of school, a student dropping a course will receive a “Dropped Passing” or “Dropped Failing” on their transcript. Applicable fees will not be refunded for courses that are dropped.

4.2 *Eligibility for Extracurricular Activities*

Students desiring to participate in extracurricular activities must:

- Have no class averaging below 70 (F).
- Not receive more than 10 demerits in one week.
- Not be on disciplinary probation.

OBA will monitor grades and demerits each Monday beginning the third week of the year. Students who are found ineligible on Monday will not be allowed to participate in games and practices for the entire week (including the weekend).

4.3 *Graduation Requirements*

Students must be enrolled full time their final year in order to receive a diploma from OBA and must receive credit (earning passing grades each semester) for the following courses (grades 9-12):

<i>Bible</i>	<i>4 classes</i>
<i>English</i>	<i>4 classes</i>
<i>Social Studies</i>	<i>3 classes (World History, US History, American Government, or Geography)</i>
<i>Science</i>	<i>3 classes (including Physical Science and Biology)</i>
<i>Mathematics</i>	<i>3 classes</i>
<i>Physical Education</i>	<i>2 classes</i>
<i>Fine Arts</i>	<i>1 class</i>
<i>Electives</i>	<i>5 classes—OBA encourages students to pursue advanced courses in preparation for college studies. Students taking foreign language for elective credit should plan to complete at least 2 years of study in the same language.</i>

4.4 *Graduation Honors*

Class ranking is determined by a weighted average of semester grades earned for all academic classes completed. The minimum GPA (grade point average) for graduation is as follows:

- Salutatorian: 3.65
- Valedictorian: 3.8.

A student must attend OBA for two full years (including the 12th grade year) in order to receive Valedictorian or Salutatorian honors.

4.5 *Transfer Students*

Transfer students must earn at least 18 credit hours (including at least one full class for Bible and English) at OBA in order to receive a diploma from OBA. Because of scheduling limitations, it may be necessary for a transfer student to take summer school or correspondence courses to meet additional graduation requirements. Requests for waiving any portion of this requirement must be approved by the administration before the student's initial enrollment process is finalized.

5 Attendance

In order for students to gain the most from Open Bible Academy, each student must report to school on time and attend all classes regularly. Absences and make-up work create a burden for students, parents, and teachers. Research clearly indicates that class attendance and participation are essential for success in school. In addition to the academic perspective, faithful attendance in school is practical Christian training and proper stewardship. Therefore, every effort should be made to be in school every day.

When a student needs to be released from a class, the parent must send a note to the school office at the beginning of the day. Parents of elementary students should come to the office to pick up their child and sign him out. Secondary students must sign out at the office. If a student returns later in the same day, he must report to the office and sign in.

5.1 Absences

If a student is absent, the parent should notify the school office. When the student returns to school, the parent must send a note containing the date and reason for the absence.

A student who is absent for any reason needs to complete the work that he has missed. Parents should call the school office to have make-up work ready by the end of the school day. Make-up work can be picked up at the school office. Otherwise, make-up work will be given to the student when he returns to school. A student has the same number of days that he has missed to complete that work once he has returned to school. For example, if a student misses two days of school, he needs to have the work completed two days after he returns to school. This is in addition to the work that he is doing while he is in class.

Absences are excused for the following reasons:

- Personal illness or injury accompanied by a note from the parents.
- Doctor appointments that cannot be scheduled during non-school hours accompanied by a doctor's note.
- Verified family emergency with approval from administration.
- Court appearance accompanied by a note from a court officer or attorney.
- Death in the immediate family with approval from administration.
- Church-sponsored trip with prior approval from administration.
- College trip by high school student with prior approval from administration.
- Other instances individually approved by the Administrator.

All other absences will be considered unexcused.

Students arriving after 10:15 a.m., leaving before 1:00 p.m., or absent for more than 2 hours in the middle of the school day, will be considered absent.

Three or more absences (excused or unexcused) in more than one quarter in a year will require a meeting with the Administrator, and may result in further academic penalty.

5.1.1 Academic Penalty for Absences

Every unexcused absence in a quarter will result in a reduction in the student's final quarter grade by one percentage point. For a student who has more than 12 absences (excused or unexcused) in a school year, OBA reserves the right to retain the student regardless of academic achievement.

For example, if a student misses three school days because of a family vacation and two days for sickness, the student's grade will be reduced by three points in each class, one point for each unexcused day.

High school students have classes with individual teachers; therefore, attendance will also be taken for each individual class. The same academic penalty for absences will apply on a class-by-class basis. It is the student's responsibility to notify his homeroom teacher if he will be missing a class during the day.

5.2 Tardies

We recognize some tardies may be unavoidable. Nevertheless, being late disrupts the learning process for the student, the teacher, and other members of the class. In addition, it can create an added workload for the office staff. It has been said that punctuality is "showing high esteem for others and their time." Families must make every effort to be on time each day.

Students must be in their classrooms and ready to begin class by 8 a.m.. The outside entrances will be locked promptly at 8 a.m. each morning. Any student arriving after the doors are locked must report to the school office for a tardy slip which needs to be presented to the classroom teacher before that student may enter the classroom. A note from the parent giving the date of the tardy and the reason must be turned in the next day.

Tardies will be classified as excused or unexcused. Most tardies are considered unexcused (for example-oversleeping, late start, traffic, weather, etc.). A tardy will only be excused for the following reasons:

- Personal illness or injury accompanied by a note from the parents.
- Extra-ordinary traffic or weather situation individually approved by the Administrator.
- Doctor appointments that cannot be scheduled during non-school hours accompanied by a doctor's note.
- Verified family emergency with approval from administration.

- Court appearance accompanied by a note from a court officer or attorney.
- Death in the immediate family with approval from administration.
- Church-sponsored trip with prior approval from administration.
- College trip by high school student with prior approval from administration
- Another sibling late in the ride. At least one child will receive an unexcused absence (this must be specified in the parent's note).
- Other instances individually approved by the Administrator.

5.2.1 Academic Penalty for Tardies

Every unexcused tardy over three in a quarter will result in a reduction in the student's final quarter grade by one percentage point.

For example, if a student is late seven times in a quarter because of sleeping in and traffic, the student's grade will be reduced by four points in each class, one point for each tardy over three.

Five or more tardies (excused or unexcused) in more than one quarter in a year will require a meeting with the Administrator, and may result in further academic penalty.

5.3 *Early Arrival and Late Pick-up*

Students must arrive before 7:55 a.m. Students arriving early must stay outside the building under parental supervision until regular school supervision begins at 7:50 a.m.

If the door is unlocked earlier, students may wait in the hallway and stairwell until 7:50 a.m.

All students must leave the school premises immediately upon dismissal unless they are involved in specific school-related activities. Students should not be in the building after 3:00 p.m. unless directly supervised by a teacher.

6 Conduct and Discipline

The standards of conduct at OBA are designed to direct students to God's best in their lives by instilling in them the value of self-discipline, self-control and orderliness (*2 Peter 1:4-8*). OBA's behavior standards are established on Biblical principles that appeal to the heart and then teach the students to live so that they glorify God in their outward actions and in their relationships with others. Each student must accept authority in his quest for Christlikeness. The Administrator and teachers exercise authority over OBA students by divine plan (*Romans 13:1-4*) and are expected to do so with servants' hearts (*Matthew 20:25-28*). Student behavior that is unbiblical (being disrespectful, disruptive or destructive) will be dealt with through communication, correction, and counseling for the purpose of restoring the offender to a right relationship with God and with others (*Hebrews 12:6, 11*). Parents will be included in this process of correction as soon as the situation is serious enough to warrant their attention or assistance. Students who refuse correction and restoration will be subject to dismissal from school. (*Proverbs 22:10*).

Standards and rules, while they are not an end in themselves, are essential to fulfill the purpose of glorifying God through decent and orderly conduct (*1 Corinthians 14:40*) and appearance (*1 Timothy 2:9-10*). All activities must ultimately bring glory to God and not self (*Matthew 5:16*). Behavior that unduly draws attention to oneself is inappropriate, whether this behavior is demonstrated by dress, word or deed (*Philippians 4:5, 8*). As Christian educators, we continually train Christian young people to develop an individual responsibility to God for their actions while challenging them to serve, fear and glorify God in every facet of their lives (*1 Corinthians 9:27*).

Undoubtedly, parents will disagree with some disciplinary decisions. Consequently, various means of appealing disciplinary actions are available. However, we require, as a condition of enrollment, that parents agree to support the school in its program of instruction and discipline. Parents who openly refuse to give support, or who become outwardly critical toward a teacher or the administration, will have their child's privilege of attending OBA revoked.

The Open Bible Academy promotes basic Biblical principles of honesty, obedience, and consideration for others.

The Bible teaches that discipline is an integral part of character development. Biblical discipline demands clear instruction, proper training and consistent enforcement. Teachers may use both positive and negative reinforcement to effect godly character in their students. Teachers may also use punishment to restore an erring student, demonstrating compassion for the child and concern for the offense.

In general, individual teachers will handle most discipline problems in the classroom. When a situation demands correction, the teacher will confront the individual student by identifying the problem and outlining the resolution. If these steps do not correct the problem, the teacher may involve the parents

and/or the administration. The church pastor will be available to help students who are struggling with Biblical principles related to such problems. If those involved in this process perceive that the student has no desire to change, they will recommend to the administration that the student be expelled. In extreme cases, where moral principles of God's Word have been violated, the Administrator may bypass certain steps outlined above.

6.1 Articles Prohibited

Any article that OBA determines could be harmful to its students will not be permitted at school or school-sponsored activities. Such articles include (but are not limited to) guns, knives, explosives, cigarettes, alcoholic beverages, narcotics, gum, and any medicine not prescribed by a doctor or parent for the specific student.

Articles that are not in keeping with the academic atmosphere at OBA will not be permitted at school or school-sponsored activities. Such articles include (but are not limited to) games, dice, playing cards, pagers, MP3 Players, CDs, DVDs, and radios or other electronic communication devices. Students may not carry cell phones or cameras on school premises or during school activities without prior approval from the OBA administration. Newspapers, magazines, and books not directly related to specific classes should be left at home. Any phones brought into the building must be turned in to the home-room teacher before school begins.

Prohibited articles may be confiscated by school personnel and disposed of as the administration sees fit.

6.2 Elementary Discipline

OBA uses a tally system to track problem areas for students in grades 1-6. A tally is not considered a tool of correction, but is a written record that school rules have been breached. After the appropriate amount of warning, a student will receive a tally for breaking a rule. A tally can also be accompanied by the corrective measure that the teacher deems appropriate (head down, writing assignment, detention, sent to administrator). Any student receiving 3 tallies in a day or 5 tallies in a week will receive a detention. In addition, if a student receives 8 tallies in a day or 12 in a week, he will be sent to the Administrator. Classroom teachers will send home weekly updates reporting tally accumulation. When a student receives a detention, parents will be notified the day it was received.

6.2.1 Tally amounts

The following are examples of tally amounts. The specific disciplinary action must be determined by the classroom teacher.

1 Tally

Gum chewing, out of seat, talking, unprepared for class, and other areas identified by the teacher.

2 Tallies

Minor breach of dress code, improper classroom or chapel behavior, being in an off-limits area, rudeness, incomplete assignments, and other areas identified by the teacher.

5 Tallies

Major breach of dress, intentional disobedience, habitual attitude problems, unacceptable language, deceit, and other areas identified by the teacher.

10 Tallies

Cheating, lying, profanity, vandalism, disrespect to faculty/staff, aggressive anger/fighting, skipping school, and other areas identified by the teacher.

6.2.2 Actions for Accumulated Tallies

3 tallies/day or 5 tallies/week.....	Detention
Every 15 tallies	Letter to parents
Every 30 tallies	Conference with parents
60 tallies.....	1 day suspension
90 tallies.....	2 day suspension
120 tallies.....	Recommended expulsion

6.2.3 Detention

A detention notice will be sent home to the parents with the assigned detention date. The student will return the signed slip to his teacher the following school day, or further penalties may result.

6.2.4 Suspension

A student under suspension will be required to make up all work. Every day of suspension will be counted as an unexcused absence. The suspension may be in-school or out-of-school, as determined by the Administrator.

6.3 Secondary Discipline

OBA implements a demerit system to document problem areas for secondary students. A demerit is not considered a tool of correction but is a written record that school rules have been breached. After the appropriate amount of warning, a

6.3.3 Detention

A detention notice will be sent home to the parents with the assigned detention date. Detention will be held from 2:35-3:05. Failure to serve detention on the assigned day may result in further penalties. The student will return the signed slip to his homeroom teacher the following school day or further penalties may result.

Detention dates should not be moved because of conflicting extra-curricular activities. Teachers will work to assign detentions on days without activities, but have the final say in scheduling a detention.

6.3.4 Probation

Students may be put on probation for behavior/attitude problems or accumulation of demerits. The Administrator may require a regular counseling session with the student. Students on probation will be evaluated at the end of each quarter. Probation is usually for one quarter only but may be carried over at the discretion of the administration.

While on probation, the student may not participate in school athletics, nor hold a school leadership position (such as serving on student council). He may not represent the school in any function.

6.3.5 Suspension

The following infractions may warrant a suspension and/or counseling in addition to demerits (from 25 to 75 depending upon the nature of the infraction): fighting, direct disobedience, profanity, stealing, vandalism, cheating, or lying.

Suspensions will begin the next day following the date parents are notified. Each day of suspension counts as an unexcused absence and will affect the student's grade. A student under suspension will be required to make up all work. The suspension may be in-school or out-of-school, as determined by the Administrator.

6.3.6 Expulsion

The following infractions may warrant expulsion (up to 100 demerits for the first offense) whether or not the offense occurs at school or during school hours: alcohol or substance abuse, immorality, possession of weapon(s), or third suspension of the year.

A student who has been expelled may be permitted to re-enroll after sitting out one full semester. A student who has received 70 demerits for two consecutive semesters may not be allowed to re-enroll the following semester. The COB Board of Governing Elders must approve the re-enrollment of such students.

7 Dress Code

OBA is a training program. Discipline is a part of good education; therefore, rules for a school are more demanding than other areas of our Christian life. Students need to concentrate on their education. The ever-changing fads of the world tend to entice our children to be distracted by self-consciousness and a desire to show off. Our dress code is implemented not only to please the Lord, but also to help our students concentrate on the purpose for which they are here.

OBA has established its dress code by applying Biblical principles of modesty, neatness, identification, and appropriateness. The administration reserves the right to determine what is acceptable or unacceptable.

In general, OBA desires properly worn, conservative dress appropriate for a learning atmosphere. Students should not attract attention to themselves by extreme dress or hair styles. All clothing should be neat, clean, and properly fitted; clothing should not contain messages that conflict with the spirit or position of the Open Bible Academy. *Students should avoid clothing that is sloppy, baggy, clingy, or tight-fitting.* All students' hairstyles should be neat.

School dress, as described below, is required at all school functions; regardless of the time or place the event is held. Exceptions to this requirement will be communicated in writing to parents. OBA writing on shirts and sweatshirts is acceptable for sporting events, if the student is otherwise in conformance with the dress code.

7.1 School Dress

If a student wears inappropriate clothing to school, he or she will be asked not to wear it again and/or administered disciplinary action. If the administration deems a student's dress to be immodest, the parent(s) will be called to bring in appropriate attire. The student may not return to class until the dress code is met.

7.1.1 Girls

Dresses/Skirts

Dresses/skirts (including slits) should cover to the bottom of the knee. A girl should not be able to see her own knees when seated. All skirts and dresses should be loose-fitting.

Tops

Loose-fitting blouses or dressy tops with sleeves are acceptable. Tops that have writing on them are unacceptable (with the exception of small logos).

Shoes

Girls' shoes should have either a closed toe or a closed heel (at least a back strap) so that shoes are neither too casual nor too floppy. High heels are

acceptable but should not be higher than 2 inches. Athletic shoes, Crocs or Croc-like shoes are unacceptable.

Outerwear

Sweatshirts, fleece pullovers/jackets, and outdoor jackets are unacceptable indoors.

7.1.2 Boys

Pants

Dress/casual pants with belt if belt loops are present are required.

Shirts

Collared shirts are required (turtleneck shirts are acceptable). Collars are not to be worn up, and shirts must be tucked in at all times except at outside break.

Shoes

Dress or casual dress shoes and socks are required. Athletic shoes, Crocs or Croc-like shoes are unacceptable.

Hair

Hair must be tapered (off the ears and collar) and kept out of the eyes. Sideburns shall not extend below the middle of the ear, and facial hair is not permitted.

Jewelry

Boys may not wear necklaces or bracelets, except for medical purposes.

Outerwear

Sweatshirts, fleece jackets, sweaters with hoods, and outdoor jackets are unacceptable indoors. Anything worn over a collared shirt must be neat and designed for indoor wear.

7.1.3 Elementary

Elementary students should generally follow the above guidelines for dress code with the following exceptions:

- Boys in K4 and K5 may wear pants with elastic waists.
- Full shoes should be worn for safety in their activities and recesses; athletic shoes may be worn to class.

7.1.4 Physical Education

Physical Education uniform shirts are required for PE classes. Green or black shorts or wind pants are also required. Shorts should be loose-fitting and knee-

length. PE uniforms can be purchased through the school office at the beginning of the year.

7.1.5 Sporting Events

Elementary students attending OBA sporting events may follow the modified dress code specified in the Special Activities section below.

Athletes must be in school dress code until they change into their sports uniforms. Only OBA sweatshirts and green or black pants may be worn over uniforms before or after games.

High-school students attending sporting events must wear school attire if leaving directly from school. If the event is not immediately following dismissal from school (MACS tournaments or late home games), the student may be in the following modifications to the dress code:

- Girls may wear loose slacks, cropped pants, or knee-length shorts and athletic footwear.
- Boys may wear knee-length shorts and athletic footwear. Collared shirts must be worn.
- OBA sweatshirts are encouraged at these activities.
- All other dress code rules must be followed.

7.1.6 Special Activities

Special activities may require modifications to the regular class dress code. Any changes will be announced prior to the activity. Such activities should follow these guidelines:

- Girls may wear loose slacks or cropped pants, loose knee-length shorts, sweatpants, or wind pants that are not clingy.
- Boys may wear t-shirt type shirts and knee-length shorts, sweatpants, or wind pants.
- OBA sweatshirts and t-shirts are encouraged at these activities.

8 Finances

OBA provides a vital ministry to Christian parents desiring a Christian education for their children. The major portion of the income needed to operate OBA is obtained from tuition and fees paid by parents of children served by our school. Since the church shares educational responsibilities with families, it is appropriate that it also shares in the expense of providing Christian education for Christian young people within our local assembly and church community of “like faith” (*Matthew 28:18-20*). Each school year, COB includes a substantial sum for OBA in its regular “General Budget” in the form of operational and maintenance expenses. OBA strives to manage its business affairs in a manner that honors God (*Romans 12:11*). Accounts receivable are managed with an awareness of our stewardship responsibilities to God and our obligations to our employees (*1Corinthians 9:7-14*). Accounts payable are handled in accordance with Biblical principles on debt in order to help families to remain debt-free. The financial records of OBA are maintained in a manner that will ensure appropriate accountability to those in authority within the ministry, those who are served by the ministry, and those to whom we are responsible outside the ministry (*Romans 12:11; 13:6-10*).

The Open Bible Academy releases a yearly financial sheet detailing the tuition costs and various fees through the office. Please direct your specific financial questions to the school office.

8.1 Registration Fee

The annual registration fee for OBA must be paid at the time of application or re-enrollment. The registration fee is non-refundable.

8.2 Material and Activities Fee

Families are responsible to buy the textbooks for each class. These books are documented in the yearly book list. Families are encouraged to find used books when possible to save money. All used books must be approved by a staff member before it can be used.

High school class fees are documented in the Course Catalog.

Each student will be charged a \$5 kitchen fee to cover the use of utensils, paper products, and microwave use throughout the school year.

Seasonal fee for participation in interscholastic sports are due at the end of each sport season. These fees vary with the cost of referees and facilities, but OBA will do its best to estimate the cost at the beginning of each sport season.

8.3 Tuition

Tuition will be billed on a prorated 10 month plan. Prorated payments are due on the first of each month beginning on August 1 and continuing through May 1.

OBA will not allow students whose accounts are 25 days past due to attend classes until the account is current. Any student with an unpaid balance on May 11 will not be permitted to attend school until the balance is paid in full (OBA accepts cash or money orders only in this situation). Special arrangements, through the administration, may be considered, for very unusual circumstances.

8.4 Additional Fees

OBA charges the following fees in addition to tuition:

Late Payment Fee: \$25 for outstanding balance at the end of business on the 10th of the month

Returned Check Fee: \$25 per check

Withdrawal Fee: \$50 for processing of withdrawal

Other fees include such items as: annual standardized testing (Stanford Achievement/Otis Lenon Ability Tests (SAT-10), PE fees, field trip expenses, AACS competition, Senior trip to the Wilds and graduation fees.

OBA will do its best to estimate these fees before they are charged.

8.5 Other Information

OBA deposits checks promptly and will not accept post-dated checks.

OBA will not redeposit checks. If a check is returned to OBA for any reason, OBA will notify parents and allow up to 24 hours from the time of that notification for the account to be brought current. If payment is not received this time, the student will not be permitted to return to the classroom. If more than one check is returned throughout the year, all future payments must be made on a cash or money-order basis.

While tuition charges will be prorated should a student's enrollment at OBA be terminated, other fees will not be prorated or returned.

All bills must be paid and all school property must be returned before OBA will release report cards, transcripts, or diplomas.

9 Health Care Policies

9.1 Immunization Requirements

Before a student is admitted to school, a physician's certificate that the child has been successfully immunized in accordance with the School Immunization Law, Chapter 76, section 15 of the General Laws of Massachusetts must be submitted to the school office.

Copies of the School Immunization Law and New School Entry Immunization Requirements may be obtained from the school office upon request.

9.2 Sports Participation

All students participating in the OBA sports program must submit a completed Sports Physical Form with a doctor's signature to the school office before the student will be allowed to practice. This form is available at the school office. Students who are unable to participate in physical education must have a note from a parent or a doctor's note.

9.3 Medications

OBA is not permitted by law to dispense over-the-counter drugs or any other medicine without proper authorization. For non-prescription drugs such as Tylenol or Advil, the parent must submit a completed Non-Prescription Medicine Form to the school office. For prescription drugs, the parent must submit a completed Authorization for Prescription Medication Form to the school office. While at school students must leave any non-prescription or prescription medications in the possession of a designated staff member and must have written approval from a parent (non-prescription drugs) or doctor (prescription drugs). Students will not be permitted to distribute any medications (prescription or non-prescription, including caffeine pills) to other students while on school property or while attending a school function (including athletic activities).

9.4 Sickness

No student will be admitted or allowed to remain at OBA with the following conditions:

- Temperature of 101 degrees or higher
- Diarrhea or repeated vomiting
- Conjunctivitis, head lice or other communicable diseases

Students with an infectious illness should be on antibiotics for 24 hours before returning to school. In case of a medical emergency, OBA will notify the parent to pick up the child. Depending on the nature of the situation, OBA may call 911.

10 General Policies and Information

10.1 Automobiles/Student Drivers

A student must receive administrative approval before driving himself or others to school. This approval will not be granted until written permission from each parent has been received by the school office. Students' automobiles are off limits during the school day. Only written requests submitted to the administration in advance for exceptions to this rule will be considered.

Drivers operating a vehicle in an unsafe manner on the premises of COB may lose their privilege to drive on COB property.

Student drivers may not leave the school campus during school hours without written parental permission and administrative approval for that specific event. Any student passengers must also have written parental permission and administrative approval for that specific event.

Student drivers should park their cars along the field in the church office parking area during the school day.

10.2 Inclement Weather Policy

OBA follows the Town of Burlington public school weather cancellations and delays as announced by WBZ radio (1030 AM), TV Channel 4, and on the school website. On days with early dismissal, OBA allows students to be picked up before regular dismissal time and encourages parents to come as soon as possible.

10.3 Lockers

At the beginning of the year, OBA will assign lockers/cubicle to secondary students for storing books and personal items necessary for school. Each student is responsible for his own locker and possessions. Lockers should be kept clean and neat. Posted items inside the lockers should be hung with magnets only—no plastitak, tape, or stickers. Lockers belong to OBA and are subject to inspection by authorized school personnel at any time. OBA will not be responsible for stolen items. Students may not share lockers.

10.4 Lunch

Students must bring their own sack lunches from home.

Students will be assigned lunch clean-up duty on a rotating weekly schedule. It is the student's responsibility to complete this duty without missing any class time.

10.5 Parent-School Relationship

As the school partners with parents in the upbringing of their children, it is essential that communication between the two be clear and regular. As such, parent/staff nights (held quarterly) are an absolute must for each parent. If a parent cannot attend, he is encouraged to schedule a separate meeting with his child's teachers.

We ask that all parents go to the office before visiting the classroom. Lunches, books, etc. may be left for the student in the office. Homework and other relevant articles requested by the parent may be picked up at the office also.

OBA communicates with parents through periodic updates with items of interest, reminders of special events and important announcements. Elementary teachers also send home weekly folders of student papers, tally sheets and other class-related information.

OBA desires to maintain a Biblical, open door of communication. If you have a question or conflict with an individual teacher, seek to resolve it privately with the teacher before involving the Administrator. If you have a special need or observation to share directly with the Administrator, please schedule a meeting.

10.6 Public Relations

Students may not use the name of the school on any radio or TV program or any web-site without prior authorization from school administration.

10.7 Telephone Use

OBA asks that all communication with students during the school day be approved by and conducted through the school office. Students may not use pagers, cell phones or other communication devices on the premises or during school activities without prior administrative approval.

During the school day, students may use only the school office telephone with approval from their teacher and the office staff. All other telephones in the building are off-limits.

10.8 Visitors

OBA welcomes visitors to our facilities. All visitors, including prospective students and alumni, must make arrangements and get a visitor's pass from the school office before entering the classrooms. Visitors should comply with the OBA standards of dress and conduct. Any messages or delivery items may be left with the school secretary at the school office to be delivered to the student.

10.9 Withdrawal Policies

OBA will not release transcripts to another school until the parents formally withdraw the child from OBA. Parents must make sure that all school-owned materials are returned to the appropriate teachers and that all payments are

current when withdrawing their child. OBA will not honor requests of records from other schools until this process is complete.

10.10 Home School Students

Home school students wishing to participate in any school activities should enroll with the administration. Eligible students will be able to attend field trips, field trips, fun day, and other extracurricular activities. Selected school courses may also be available for eligible home school students.

Home school students may be asked to leave an event for misbehavior and may become ineligible for participation in future events as determined by the administration.

Home school students who are eligible will be notified of activities by the appropriate teacher. Eligible students should not assume that they will be able to participate in every class activity.

Home school students must follow the same admissions procedures as a full-time student. Home school tuition is 5% of full-time tuition plus any fees. Participation in school courses or sports will cost extra.

OBA will gladly consider applications for enrollment from home school families. Christian correspondence courses such as A Beka, Bob Jones Press, ACE, etc. are generally accepted. Transcripts will be required.

11 Appendix and Philosophy

11.1 Requirement for Christian Education

The mandate for Christian Education is based upon convictions obtained from commandments and principles found in the Word of God. The Scriptures clearly command two institutions to educate children: the home and the church (*Genesis 18:19; Deuteronomy 6:7; Proverbs 22:6; Matthew 28:19-20; Acts 2:42; Ephesians 6:4; 2 Timothy 2:2*).

The Open Bible Academy (OBA) exists as one of the ministries of The Church of the Open Bible (COB) designed to educate children. OBA provides an education that incorporates a Biblical view of God and protects its students from secular teaching and influence. In summary, we firmly believe that parents and the church—not the state, secular agencies, or public institutions—have the God-given responsibility for educating their children.

11.2 Recipients of Christian Education

Christian education aims to bring each student into conformity with Christ (*Ephesians 4:11-13*) and to accomplish God's objective of equipping them for life (*2 Timothy 3:17*). To truly know and imitate Christ, one must be born again into the family of God (*John 3:3*) and live in fellowship with Christ (*1 John 1:6-7; Philippians 3:10*). Conversely, one who has yet to receive Christ as Savior can neither comprehend the things of God nor conform to His image (*1 Corinthians 2:14*). However, Christian education that occurs before salvation is not pointless because the Scripture can make a student wise unto salvation (*2 Timothy 3:15*). Since all the children of Christian homes seeking a Christian education at OBA are not yet saved, all children will be presented with the opportunity to accept Christ, and experience has shown that many will get saved while enrolled in OBA. Nevertheless, Christian education presupposes the experience of the new birth in order to accomplish its intended purpose. **In summary, OBA primarily serves as a ministry to educate young people who proclaim salvation by faith in Christ.**

11.3 Purpose and Goals of OBA

OBA exists to provide continuity between the Christian home and church in the educational process of child development towards God's objective for Christian young people. **Our purpose is to develop students into the image of Christ (*Ephesians 4:22-24*) in order to prepare and equip them for lifetime service to the Lord in whatever vocation God directs their lives (*Matthew 28:20; 2 Timothy 3:17*).**

OBA endeavors to accomplish its purpose by continually nurturing the young person's spirit, mind and body after the pattern of Christ's development given to us in Luke 2:52. **Thus, our primary goal is to develop the whole child by promoting his:**

- Spiritual and moral growth (favor with God);
- Intellectual and academic progress (wisdom);
- Physical development (stature); and
- Social development (favor with man).

Our secondary goal is to prepare them for further education at a college, university or vocational school.

11.4 Contents and Means of Instruction

The whole process of Christian education rests on the recognition that God is absolute truth (*Psalm 31:15; 100:5; John 14:6*) and that He has revealed Himself through the Scriptures. As a result, we wholeheartedly believe that the Bible is to be used as the primary means of conveying the truth to our students. Therefore, Bible-based curricula are chosen to guide the development of our students in all the disciplines of education.

OBA embraces the Biblical philosophy of life which teaches that man was created to serve God and not himself (*Ephesians 2:10*). Students are taught to know Christ and to imitate Him through God-honoring attitudes and actions. They are taught that their bodies are the “temple of the Holy Spirit,” never to be abused or neglected, and constantly to be developed, disciplined and presented to the Lord for His use (*1 Corinthians 6:19; Romans 12:1, 2*). OBA encourages students to improve themselves culturally, to develop their God-given abilities and gifts into skills, and then to use them for His glory, fulfilling the command to “approve things that are excellent” (*Philippians 1:10*).

The teacher/student relationship is critical to the development of our students. The teacher is to the student what Christ, the Master Teacher, is to all mankind—a role model. Teachers encourage students to follow their personal example of following Christ, just as Paul did when he said, “Be ye followers of me” (*1 Corinthians 4:16-17*). Likewise, for a student to grow in godliness, much will depend upon the teacher modeling that godliness (*Luke 6:40*). It is for this reason that great emphasis is placed on the procurement of teachers with Christian character and a heart for students.

Education is often the gateway to opportunity in life. Our curricula allow for study in all academic disciplines and are designed to prepare students for success at the college level. Studies in advanced subjects are encouraged. Finally, Christian education does not emphasize simple mastery of facts, but rather the practical application of knowledge learned (*Proverbs 4:5-7*). Through classroom instruction and extracurricular activities, the teachers strive to help students seek God’s wisdom in applying learned principles to situations in life with the mind of Christ (*Philippians 2:5*).

In summary, our Christian education integrates Biblical truth, personal example and academic learning for the purpose of developing a young person into the image of Christ in order to equip him for life.

11.5 Teacher Qualifications

Believing that the quality of a Christian school is linked to the quality of its people, all teachers employed at OBA will have attained high spiritual and scholastic standards in their own lives necessary to carry out the purpose, objectives and goals of our school. They will be born-again, spirit-filled Christians whose lives evidence a vital relationship with Christ and testify of the grace of God (*1 Timothy 4:12*).

Furthermore, following the pattern of Christ in Matthew 20:25-28, it is important that all teachers have a servant's heart, as shown by their willingness to give themselves to minister to others.

OBA seeks to employ teachers who are academically qualified in their field, having completed as a minimum a bachelor's degree from a recognized college or having equivalent experience. Financial assistance is offered to teachers interested in pursuing advanced degrees. OBA does not discriminate on the basis of race, color, or national origin.

11.6 Teacher Development

Recognizing the impact that teachers will have on the lives of their students at OBA, we value and provide for continual development of our staff in the process of educating children. Each school year begins with two days of teacher training. In the fall semester, our teaching staff usually attends the New England Association of Christian Schools Church School Convention consisting of two days of practical workshops and inspirational general sessions.

Our goal is to observe teachers in the classroom both formally and informally throughout the school year. These evaluations benefit the teachers by identifying weaknesses, reinforcing positive techniques, and maintaining open communication between teachers and the administration. Our objective is to assist our teachers in providing quality instruction so that our students receive the best possible education this institution can provide.

11.7 Curriculum

At OBA, the Word of God is the foundation of our school program of instruction and is infused throughout all our subjects (*2 Timothy 2:15*). All subject matter is presented in the light of Scripture with a Biblical view of God and guiding principles to equip the student for life (*2 Peter 1:3*). Additionally, our Chapel programs are designed to reinforce and supplement the teaching of the Bible through word and song (*Colossians 3:16*).

We normally use a traditional grading approach with course offerings structured for the average to above-average student. The kindergarten and elementary curriculum includes subject matter normally expected for each grade level. Our high school program offers a standard curriculum, including college preparatory courses for the college-bound student. When necessary, OBA uses technological advances, video and live interactive satellite teaching to provide quality instruction by master teachers in subjects that we are not staffed to teach. We

emphasize God's creative works as an important part of the curriculum throughout the sciences, mathematics and other related subjects because they provide knowledge of God's nature and His wonderful works in this world.

Extracurricular activities are designed to supplement the academic and spiritual emphasis of the school and they provide unique opportunities to aid the students in the development of leadership, teamwork, self-discipline and school spirit (*1 Corinthians 10:31; 1 Timothy 4:7-8*). Among these opportunities are fine arts competition, interscholastic athletic competition, field trips, social events, leadership, and service opportunities. These activities also teach students to perform and function under pressure situations in a manner that glorifies God.

11.8 Academic Standards

We believe that the Christian School is the best institution to teach the academic material necessary for Christian young people to excel in life. However, academics are studied not as an end to themselves, but as a means to improving the student as a servant of the Lord Jesus Christ. The expectations OBA has for its students are to see them develop their intellectual capacity and to see them use the talents God has entrusted to them to their fullest extent (*Luke 2:52; 1 Corinthians 10:31*).

We also recognize that students come to our school with differing ability levels. We endeavor to meet each student's needs based on his innate ability and initiative to make satisfactory progress in school. Likewise, OBA challenges students to reach their potential and experience the satisfaction associated with doing their best. (*Colossians 3:23*).

OBA has established graduation requirements for college bound students based on a core curriculum which meets or exceeds the standards for graduation from Burlington, Massachusetts public high schools (*Philippians 2:15*). We are committed to a rigorous academic program that provides the educational foundation necessary to prepare students for effective service to God and prepares them for advanced education at the college or university level.

11.9 Physical Facilities and Equipment

OBA strives to maintain a quality physical plant as a testimony for the Lord in our community and in recognition of our responsibility to be in subjection to those in authority over us. Safety is emphasized in all facets of our facilities and programs. Furthermore, we believe that the cleanliness of all our facilities is extremely important and brings glory to God as well as provides an attractive environment for our students. Parents and students are expected to share in our care and concern for the facility that God has entrusted to us.

11.10 School Verse

“But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run and not be weary; and they shall walk, and not faint.” *Isaiah 40:31*

11.11 School Colors

Green - Represents the Christian's life, growth, and knowledge in the Lord Jesus Christ and in the Word of God.

Gold - For the glory of God.

11.12 School Mascot

Golden Eagle

11.13 School Song

“They That Wait Upon the Lord”

G.M.J.

J. McGranahan

1. Ho, reapers in the whitened harvest!
Oft feeble, faint, and few:
Come, wait upon the blessed Master,
Our strength He will renew.

2. Too oft weary and discouraged,
We pour a sad complaint;
Believing in a living Savior,
Why should we ever faint?

3. Rejoice! for He is with us always,
Lo, even to the end!
Look up! take courage and go forward—
All needed grace He'll send!

Chorus:

*For “they that wait upon the LORD
Shall renew their strength,
They shall mount up with wings,
They shall mount up with wings as eagles:
They shall run and not be weary;
They shall walk and not faint;
They shall run and not be weary;
They shall walk and not faint;
They shall run and not be weary,
Shall walk and not faint.”*