



Learning Beyond Academy

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A Candidacy School For International Accreditation

STUDENT HANDBOOK

Second Edition

SCHOOL YEAR 2016-2017



Learning Beyond Academy

Established 2009

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Parent / Student Handbook

Second Edition

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Principal's Welcome Note:

Welcome to LBA school year 2016-17!
Our school's vision and mission continues to drive our policies and procedures. This Student/Parent Handbook is one of the tools to give students and parents the necessary information regarding LBA. Please keep it handy to refer to often when you have questions. In keeping with our philosophy of continually improving communication and forming positive partnerships with oo. LBA's journey is one of personal and spiritual growth, commitment and service to you the parents and the students. I wish you a happy and productive 2016/17 school year.
Mrs. JoAnn Ohlrich, Principal

Introduction

Learning Beyond Academy's story is one of dreams, faith, hard work, and lots of determination. In 2000 the idea of LBA was birthed in the heart of the Weidner's.

In Sept. 2010 the Weidner's launched LBA with one teacher and seven students in the basement of their home.

Today the dream has grown to be a full academic program with over 300 students in our Pre-Kindergarten, Primary, High School, Creative Arts, and English studies programs.

LBA occupies nearly 3000sqm of dedicated space within a Jingao Community Center and is run by a team of over 80 full time staff.

Who We Are

Learning Beyond Academy (Candidacy for International Accreditation) is a mission-minded, non-profit, full-time, english, home school, academic program offering an

international standards-based education for preschool through high school.

Governance

LBA is governed by the Charity Dream Board of Directors.

LBA is protected by an Advisory Council. The Advisory Council is comprised seven to ten members. The membership consist of LBA active parents and committed community members who value the service LBA offers the community. The counsel meets a minimum of four times a year.

LBA is supported by the Charity Dream Director's Team, which meets weekly to discuss vision, philosophy, culture, strategy, critical issues, policies, and staffing.

LBA is led by the Core Team, which is comprised of the School Director, School Principal, and Program leads. The Core Team meets weekly to discuss core issues to the operation of LBA.

The School Principal has the lead responsibility for all LBA day to day school operations and faculty.

The Operations Director has the lead responsibility on the day to day facility, lunch, and busing operations.



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MISSION STATEMENT

We focus on enriching the whole child. We believe that each child is created uniquely, with different strengths and weaknesses and should be given the opportunity and environment needed to be successful in the classroom. LBA's differential structure allows each child to develop confidence in their abilities and a love for learning.

PHILOSOPHY OF EDUCATION

We are to respect each child as God's creation in and offer equal opportunity to learn without discrimination.

We believe that evidence of differentiated teaching and lessons observing multiple intelligences should be regularly practiced in the classroom offering each unique learning style an opportunity to show proficiency and access the academic material.

Parent involvement is crucial to the success of a school and educators should provide platforms for regular involvement of parents and ongoing access to the learning that is happening in the classroom.

Excellence in character is at the foundation and core of a successful adult and should be introduced, modeled and taught to all children by educators exemplifying excellence in character. A clear, planned and thoroughly executed character building program is crucial to the success of any school and should be integrated into all facets of the school's culture and events.

A diverse student body offers many benefits to the worldview of each student. Students from many nationalities and languages bring depth to an educational program allowing a real world experience in the classroom in the area of English language learners, cultural diversity, varied

perspectives in class discussion and most importantly a tolerance and acceptance of all people no matter nationality, language, or race.

We encourage creativity through all forms of art and skills, verbal and non-verbal, written and non-written forms of expression. We are provide platforms for our students to discover their gifting of creativity and the potential they have in creating something from nothing without holding bias or criticism to the product but only satisfaction in creating.

LBA GOALS

Our goal is to create a respectful, comfortable, and well-management learning environment where students are actively engaged in the learning process through various techniques and strategies. To promote this type of environment, we believe that consistency; organization, stated procedures, and consequences are necessary.

LBA offers a English language classroom learning environment with international teachers and curriculum.

PRE-SCHOOL PROGRAM

Pre-School program uses a theme-based curriculum offering play-based centers, as well as opportunities for children to learn through independent discovery. Our centers include music, art, movement, science, literacy and building. We encourage creative thinking and development of each child's interest and character traits.

PRIMARY/MIDDLE SCHOOL PROGRAM

Our primary and middle school program offers many opportunities for project based learning, group collaboration and independent development.



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HIGH SCHOOL PROGRAM

Learning Beyond Academy is a partner school of Keystone National High School, based in Pennsylvania, U.S.A. and offers a US diploma upon completion.

GUIDING PRINCIPLES

1. Each child learns at an individual rate.
2. Each child can experience a pattern of success in school in order to develop personal satisfaction self- confidence and a feeling of pride and self-worth.
3. Each child can become a good citizen through the development of positive attitudes.
4. Each child's dignity and cultural/ linguistic diversity should be consistently affirmed.
5. Each child has the ability to think imaginatively and openly, to explore ideas, and to realize that subject matter skills are tools used in problem solving.
6. A school-home community partnership that encourages open and effective communication, parent involvement, and community support that promotes student success.

SCHOOL EXPECTATIONS

Classroom and school standards have been established and discussed at LBA so students are made aware of what is expected of them. Therefore, your child is expected to be a responsible LBA student, adhering to all rules and procedures.

STUDENT RESPONSIBILITIES

1. Respect the rights and privileges of others.
2. Accept responsibility for his or her action and consequences of behavior.
3. Abide by the authority of teachers, staff and adults.

4. Be regular and prompt in meeting all school responsibilities.
5. Make efforts to do his or her best in school.
6. Help maintain school property free from damage and vandalism.
7. Have good attendance. You must be in school to get maximum instruction.
8. Be on time (8:00 a.m.) coming in late disturbs the class.

PARENTAL RESPONSIBILITIES

Good discipline begins in the home. Parents are the child's first teachers. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes

As the child's first teacher:

1. Support and assist the school administration and teaching staff.
2. Provide your child with counseling, guidance and direct teaching.
3. Keep the lines of communication between home and school open:

Contact the appropriate person listed on the title page, or your child's teacher, if you should have any questions or have any important information to share.

GENERAL INFORMATION

1. ABSENCES

ILLNESS

Please notify the school/teacher as soon as possible when your child is ill. If your child is absent due to illness, students will be given two days for each day absent to complete and turn in to the teacher the assignments that have been missed. The day-count starts on the day following the student's return to school and includes weekends and holidays. For any absence that is for five or more consecutive days, together we will work out a specific timeline for completion of the make-up work. We understand that illness cannot be helped and we will be as flexible as possible to help your child make up their work. Please understand that there are some activities that CANNOT be done as make ups. We cannot send the science lab home.

VACATION

Is not encouraged during the school year. However, if you must plan a vacation, your child's work will be accumulated during that time and your child can take it home to work on it when he/she returns. We will not gather it before hand. In the past teachers have spent hours organizing material for an inordinate amount of extended vacations. We find that this is an inefficient use of our planning time. Further, it is hard to predict what work will get completed while you are gone. Some days move quicker, some slower. Also keep in mind that we try to wrap up units before major vacations and start new units when we return, so if you

extend a school vacation, your child is going to miss valuable introductory material

ATTENDANCE

Students must be present in school for 80% of the semester school days in order to pass their class(es). Students who are seriously ill will be dealt with on a case-to-case basis.

Excused/Unexcused Absences

EXCUSED ABSENCES include:

- Illness of the student (In some cases, documentation from appropriate licensed professionals may be required for an excused absence.)
- Death in the student's immediate family
- Days of religious observance
- Medical or dental appointments
- Visa/Entry Exit Bureau Appearance
- Quarantine or hospital confinement
- Medical, mental health/psychological, or substance abuse treatment when documented by appropriate licensed professionals
- Field trips or other school initiated absences
- An emergency that, in the judgment of the principal, constitutes a reasonable cause of absence from school (Oversleeping, car trouble, running parental /guardian errands, babysitting and other such circumstances do not constitute

UNEXCUSED ABSENCES

Are those absences that do not fall within the areas listed above and include vacations, visiting out-of-town relatives, or participating in non-school sponsored activities or events.

Students are required to be in class on time. The student is responsible for being present and ready to learn when the class is scheduled to begin.

LBA students who did not attend school during the day are not allowed to attend LBA Afterschool programs, CAA classes, ELS classes, events or performances that occur afterschool. It is deemed right and proper to assume if a student was too ill to attend classes during the day they are too ill to attend extra classes after school.

Students who have doctor's appointments during the day may attend after school programs as long as it is cleared with the principal 48 hours in advance and they have attended school at least part of the school day.

2. ACADEMIC INTEGRITY

a. Learning occurs best in an environment with academic integrity. Academic integrity is:

- a. A fundamental value of teaching, learning, and scholarship.
- b. Academic integrity is defined as exhibiting honesty in all academic exercises and assignments.
- c. Academic integrity is an integral part of promoting self-respect, trust, student achievement, and positive relationships among all stakeholders in our school community.
- d. Students are expected to exhibit academic integrity with regard to all academic exercises and assignments, this includes but is not limited to plagiarism.

3. ACCIDENTS

Although we strive to avoid accidents, we understand that accidents sometimes will occur at School. Our staff is trained to handle these incidents in a professional manner that places the care and protection of the students first.

If an accident happen to your child while they are at school, you will be contacted and informed of the situation as soon as possible.

An accident in a classroom, in a hallway, on school premises or at any other location in which a staff member is present and/or in supervisory charge shall be handled in accordance with the following:

- Make an immediate examination to determine location, nature and seriousness of the injury. If it is necessary to remove some of the clothing to make a satisfactory examination, this should be done with extreme care to avoid aggravation of the injury.
- If an accident occurs on school grounds during the school day, immediately notify the principal. Be ready to tell the principal the following: (a) tell the location of the injured person; and, (b) describe the nature, cause and probable extent of the injuries.
- Determine the proper course of action. The staff member on the scene may administer proper first aid if trained. The most dangerous condition shall be treated first.
- Protect wounds. All wounds should be covered properly with some sterile materials, or if they cannot be obtained, the wounds should be protected by a clean handkerchief, towel or similar cloth.
- Make the individual comfortable. Whether or not he/she should be moved depends on the apparent type of injury and conditions at the scene of the accident. If there is any suspicion of fracture, the injured person should not be moved. If conditions are such that further damage is possible if the injured person is not moved, he/she may be carefully moved according to approved first aid procedures.
- Shock is always possible; keep the injured person warm and lying down.

- Handle the crowd (i.e., delegate responsibility to dependable and unemotional students or other available personnel).
- Take every precaution to see that all apparatus, equipment and conditions involved in the accident are maintained in status quo until an inspection has been made.
- Minor as well as serious injuries should be referred to the school's principal or trained medical person promptly. In the event that a decision needs to be made as to the advisability of further treatment for a student, that decision shall be referred to the student's parent(s)/guardian(s). Notification and communication with parent(s)/ guardian(s) in such situations shall be the responsibility of the staff member on the scene or the building principal, depending on the situation. In the case of minor injuries, principal or designee shall use his/her professional judgment in deciding whether to contact the student's parent(s)/guardian(s).
- File a written accident report in accordance with school policy, before you leave school that same day.
- The directors of the school, the principal or designee will communicate with the parents and/or press.
- Do not under any circumstance volunteer any information or place any blame on yourself, the school or the school's equipment

4. AFTER SCHOOL PROGRAM AND CLUBS (ASPC)

- LBA offers a variety of after school programs and clubs by semester.
- The clubs are often run by teachers who want to share their love of a subject or hobbies with the students.

- Please refer to the website for current listing.

5. AGGRESSION POLICY

Aggressive behavior includes actions such as slapping, hitting, or hurting another person; pushing and shoving; or using verbally aggressive language—all of which may or may not be provoked. The teacher observing this behavior will determine whether an incident report is to be completed. Since school personnel want to partner with parents to provide a safe environment for the students, LBA has established the following policy for aggressive behavior:

- Each incident is to be documented with a description of the situation that led to the event.
- A parent is required to sign the incident report that will be filed in the child's file. The teacher will notify the parent to discuss the problem either on the phone or in person.
- After three aggressive incidents by a child, considered by the teacher to be unprovoked, the parent will be called to the school to perform disciplinary action.
- The parent is expected to have a discipline plan before arrival.
- After a parent has come to discipline his or her child three times in a nine-week period, the next notification will be for the parent to pick up his or her child for the remainder of the day.
- If a child is picked up three times by a parent for aggressive incidents, the program will not allow the child to attend school for one week. A conference with the principal is then required before a child can return to school.
- A child who returns after a week of absence and performs aggressive behavior two additional times will be dismissed from school for the rest of the

year, and the child must have approval of the director and a health care professional to attend the preschool the following school year.

- LBA strives to provide a safe, loving, and healthy environment for all children, and parents are expected to partner with the school in this effort.
- When parents and preschool teachers work together and early intervention takes place, children who exhibit aggressive behaviors can learn to develop healthy spiritual, emotional, and social behavior. This creates a healthy school environment.

6. ANTI-BULLYING POLICY

LBA is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence, racist or racial taunts, graffiti, gestures
- Sexual- unwanted physical contact or sexually abusive or inappropriate comments

- Verbal - name-calling, sarcasm, spreading rumors, teasing
- Cyber -All areas of internet, such as email & internet chat room misuse Mobile threats by text messaging & calls
- Misuse of associated technology, i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

Our school has a responsibility to respond promptly and effectively to issues of bullying.

Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school bus begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to be truant
- becomes withdrawn, anxious, or lacking in confidence starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares, feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing" asks for money or starts stealing money (to pay bully) has lunch or other monies continually "lost"
- has unexplained cuts or bruises

- comes home starving (money / lunch has been stolen), becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

- Report bullying incidents to staff; staff will meet with students involved in bullying. In cases of serious bullying, the incidents will be recorded by staff and parents will be informed and will be asked to come in to a meeting to discuss the problem.
- The bullying behavior or threats of bullying must be investigated and the bullying must be stopped quickly.

CYBER-BULLYING POLICY

LBA embraces the advantages of modern technology in terms of the educational benefits it brings, however the school is mindful of the potential for bullying to occur. Central to the School's anti-bullying policy is the belief that 'all pupils have a right not to be bullied' and that 'bullying is always unacceptable'. The School also recognizes that it must 'take note of bullying perpetrated outside School which spills over into the School'.

DEFINITION OF CYBER-BULLYING

Cyber-bullying is an aggressive, intentional act carried out by a group or individual

using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media:

Bullying by texts or messages or calls on mobile phones

- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include, WeChat, Facebook, Youtube

LBA educates its pupils both in the proper use of telecommunications and about the serious consequences of cyber-bullying and will, through Character Education and in ICT lessons and assemblies, continue to inform and educate its pupils in these fast changing areas.

LBA trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. LBA endeavors to block access to inappropriate web sites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the internet in the Computer Room, or any other location within the school which may from time to time be used for such work, without a member of staff present. Where appropriate and responsible, St Richard's audits ICT communications and regularly reviews the security arrangements in place.

Whilst education and guidance remain at the heart of what we do, LBA reserves the

right to take action against those who take part in cyber-bullying.

All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times. These acts may also be criminal acts.

- LBA supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- LBA will use, as appropriate, the full range of sanctions to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, both in or out of school.
- LBA will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment.
- All members of the School community are aware they have a duty to bring to the attention of the Head any example of cyber-bullying or harassment that they know about or suspect.

GUIDANCE FOR PUPILS

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, your tutor, your matron or the Head.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to your Form Teacher, parents/guardian or the Principal (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails, chats or texts
- Never reply to someone you do not know
- Stay in public areas in chat rooms

GUIDANCE FOR PARENTS

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. LBA informs parents of the cyber-bullying policy and the procedures in place to deal with cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously LBA takes incidents of cyber-bullying
- Parents should also explain to their sons or daughters legal issues relating to cyber-bullying
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
- Parents should contact the Principal as soon as possible. A meeting can then be arranged with the Principal, which may involve other relevant members of staff
- If the incident falls in the holidays LBA reserves the right to take action against bullying perpetrated outside the school which spills over into the school.

Outcomes

The bully (bullies) will talk individually with teacher. Other consequences may take place. In serious cases, in school suspension or even exclusion will be considered.

After the incident / incidents have been investigated and dealt with, each case will

be monitored to ensure repeated bullying does not take place.

Love & Logic

We will use LOVE & LOGIC methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of school rules
- signing a behavior contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly making up role- plays
- having discussions about bullying and why it matters

7. BEHAVIOR POLICIES: Code of Conduct

LBA firmly believes that a school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law- abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Code of Conduct Principles

- LBA school conduct standards of behavior apply not only to students, but also to all individuals involved in school activities— students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.
- All members of the school community will be treated with respect and dignity, especially persons in positions of authority.
- Responsible citizenship involves appropriate participation in the civic life of

the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

- Members of the school community are expected to use respectful, non-violent means to resolve conflict. Physically aggressive behavior is an unacceptable way to interact with others.
- The possession, use, or threatened use of any object to injure another person endangers the safety of oneself and others.
- Insults, disrespect, and other hurtful acts disrupt LBA's primary mission: the learning and teaching of our students in the school community. All members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

8. BIRTHDAY PARTIES

Students may bring in their choice of treat for their birthday celebration.

Birthdays can be celebrated at school but please contact class or homeroom teacher a few days in advance to arrange a time. If the birthday is on a weekend then it is the child's choice on whether they would like to celebrate on a Friday or a Monday. For those who have celebrated their birthdays during the summer, we could celebrate their half-birthday.

Please refrain from sending Birthday Party Invitations to school with your child. This is distracting to both your child and their classmates. When all students are not invited to a celebration it can cause hurt feeling and fiction in the classroom. This is not the atmosphere we would to promote in our classrooms

9. BOOKS

Textbooks- Students are loaned textbooks for instructional use and are responsible for the care and condition of the book. If any book is lost or damaged during their use by the students, the student will be responsible for the replacement cost of the book.

Library books- Students are responsible for the care and condition of any library book borrowed from the LBA library and will be responsible for the replacement cost of any lost book.

10. CARPOOL

- Please fill out the form provided with Authorized Drivers, Students' Name and Parents Signatures from all parents involved. Only one form is required for each car pool group.
- Pre-Approved drivers are not required to use the security tags to pick up students assigned and authorized by parents.
- Drivers are required to pick up children in the canteen or at the classroom door for younger students. Students may not walk down unaccompanied by the pre-approved drivers.

11. CLOSURE POLICIES

For the safety of the students, the school may be directed to close the school.

For the following reasons:

- Dangerous AQI levels as issued by Shanghai government
- Infectious disease control as issued by Shanghai government
- Severe weather alerts as issued by Shanghai government

If the Shanghai Government has issued any of the warnings above, school will be canceled for that day, by 7:00 am and any continuing days as deemed necessary by the local authorities. Days of school

missed, lunch fees and/or bus service missed because the school is following local authorities instructions will not be made up at a later date.

SCHOOL CANCELLATION PROTOCOL

1st step: WeChat: a Wechat message will be the school's first source of personal contact with families when making urgent announcements regarding changes in regular school operations by 7:00 am
2nd step: A mass email announcement from the school will be sent to primary parents email.

AQI LEVELS

- Cancellation of School: Until the school establishes accurate internal air quality readings the camp will be officially canceled in the event the "AQI" level in Shanghai exceeds 400 by 7:00 a.m. on a given day. School cancellation protocol will be put into effect immediately.
- Early Dismissal: In the event the "AQI" exceeds acceptable levels (400) by 12:15 p.m. on a given day the school will proceed with early dismissal protocol.
- After School Classes/Activities: In the event "AQI" levels exceed 400 before 3:00 p.m. all the after school classes and activities will be canceled that day.
- Outdoor Activities/Field Trips: In the event "AQI" levels exceed 250 all outdoor activities and school field trips will be canceled for the day.

INFECTIOUS DISEASE CONTROL

- Students may come in contact with an infectious disease while attending school. If this disease is considered to be a danger to the overall general health of the school: a class, a section, or the school may be closed by the Shanghai government for an amount of time designated by the government office.
- The most efficient measure to prevent



disease transmission is to thoroughly wash your hands.

- Students will be prompted many times during the school day to wash their hands. Please encourage your child to follow these instructions.

SEVERE WEATHER ALERTS

If the Shanghai Government issues one of the warning below camp will be canceled.

TYHOON ORANGE ALERT

In 12 hours, tropical cyclone is likely to affect or has affected, bringing average wind speed of scale 10 on off shore & land or gust of scale 12; this condition is to continue.

Action: All offices, schools and non-essential services are closed during Orange signal. Public transport continues to operate as long as it is safe to do so.

In addition to the actions taken during Yellow signal, you should make sure all windows are locked and valuable items are moved away from windows. If you do not have storms shutters and are exposed to the typhoon's approaching direction, then consider taping large windows to minimize any damage from possible shattering

TYPHOON RED ALERT

In 6 hours, tropical cyclone is likely to affect or has affected, bringing average wind speed of scale 12 on off shore & land or gust of scale 14; this condition is to continue.

Action: Stay indoors and away from exposed windows. Close interior doors and be sure you (and your children) are in a secure part of your home.

If you are away from home, find a safe place and remain there until conditions are safe for you to return home.

RAIN SIGNAL ORANGE

In the next 3 hours, the rainfall will be up to above 50 mm, or is likely to continue with a basis of 50 mm.

Action: Students should stay at home or, if already at school, remain there until conditions are safe for them to return home. Stay indoors or take shelter in a safe place. If you are already at work you should stay there until the storm has passed.

RAIN SIGNAL RED

In the next 3 hours, the rainfall will be up to above 100 mm, or is likely to continue with a basis of 100 mm.

Action: All Offices, schools and non-essential services are closed during Red signal. Stay indoors or take shelter in a safe place. If you are already at work you should stay there until the storm has passed.

12. CONFIDENTIALITY

This policy has been established to ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations. Confidentiality is a fundamental attribute of any professional organization. The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that our school recognizes and upholds.

Implementation:

- Confidential information concerning LBA may only be transferred from one person to another when it is professionally appropriate and legally acceptable to do so.
- All staff will be reminded regularly about workplace confidentiality and professional expectations, as well as privacy obligations as detailed in the U.S. Information Privacy Act – 2000.



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- All highly confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files in the school office, and can only be accessed with Administration's approval.
- Staff subsequently accessing confidential files must acquire Administration's permission.
- Staff members provided with confidential documentation relating to students or families should present the documentation to the Administration so that it can be retained in the confidential individual files.
- Staff members are to direct any requests for confidential information to the Administration.
- Staff members will not disclose confidential information about students, families or staff, or be drawn into discussions about students, families or staff, with any third person or agency, which has no legal or compelling need to discuss such issues.
- While staff members may have confidential discussions with others, particularly students, all staff members are compelled to report all disclosures of intentions to self-harm or to harm others.
- Breaches of confidentiality relating to complaints, staff selection or staff performance, etc. are all serious offenses.
- The Administration will thoroughly investigate any alleged breaches of confidentiality or privacy.

13. D.E.A.R.

- Drop Everything and Read program is designed to encourage students to read purely for
- the enjoyment of reading. Every Friday morning the entire school will stop for 15 minutes and read
- a book. It is an integral part of LBA's commitment to improve reading ability.

14. EXPULSION POLICY

A student being expelled from LBA is the final measure taken after all other warnings, consequences and strategies have been exhausted.

- Expulsions shall be recommended by a student's teacher.
- Parents shall be immediately informed of this recommendation.
- The individual case will be taken for initial review in the LBA Core Team meeting. The Core Team will review the measures taken and decide if the expulsion recommendation needs to be considered further. The Core Team will also ensure that proper communication to the Parents is happening along the process.
- The expulsion recommendation will be presented to the Directors meeting agenda for final decision. Within this discussion the Directors will consider if all the necessary actions, and warnings have been appropriately taken and communicated, in writing and verbally, prior to the final expulsion.
- The Directors will make the final decision regarding the recommendation to expel the child.
- The Director's decision will be provided to the parents in writing and a copy kept with the Director's minutes.
- Parents may request a meeting with the Directors.
- The Directors will review all information pertaining to this matter including any response from the parents, the student or any other teacher.

Expulsion Process:

- A written recommendation for expulsion will be delivered to the Principal.
- A written copy of the expulsion recommendation will be sent to the parents of the respective child.
- The Teacher recommending the expulsion will present a copy of the expulsion

recommendation letter that the Principal received and a copy of the letter sent to the parents to the LBA Core Teaching team.

15. HEALTH AND WELLNESS

It is sometimes difficult to determine when to keep a child home from school, LBA has established these guidelines:

- a. Children who are not well enough to go to recess or PE are not well enough to come to school.
- b. When classroom staff observes signs of illness in a child based on the following guidelines, then parents will be notified to come pick up their child promptly (within half an hour). These are:
 - An auxiliary temperature of 3 or higher,
 - Vomiting, Diarrhea, A draining rash
 - Discharge from the eye (pink-eye)
 - Sore throat
 - Ear Pain
 - Stomach Pain
 - Fatigue or irritability that prevents participation
 - Communicable diseases which require treatment
- c. Similarly, if a child exhibits any of these symptoms at home, they should not be brought to school.
- d. Children may not come to school after having been given a fever reducer at home only to have it wear off in a few hours, during which time they are still contagious to others.

Children may return to school when:

- Fever, vomiting or diarrhea have subsided for 24 hours
- Medication (in the case of antibiotics) have been taken for 24 hours
- Rash shows no discharge
- They have energy for full participation
- Cold symptoms are decreasing
- Masks may be worn in school for students with coughs or runny noses.

- Slight coughs and runny noses are very common and do not, in themselves, dictate that a child stays at home.
- Keep in mind that fresh air is invigorating and does not cause illness, germs do! In fact, active play often helps to clear clogged lungs and sinuses and to raise a child's spirits.

Head Lice

Adult Head Lice are grey or brown, wingless insects approximately 1/8 inch in length. Adult females lay eggs (Nits) by gluing them to the hairs near the base. Lice do not fly or jump and can be detected by parting the hair and examining near the scalp; most commonly found near the ears and back of the neck. Children ages 3 to 11-years old are at the highest risk for Head Lice infestation.

When a child is found with Head Lice, parents will be notified immediately, and the child will need to be picked up from the School Office. At that time, a specific letter will go home with the child regarding procedures for treatment. In addition, a confidential notification will be sent out to classmates explaining the possibility of exposure to Head Lice and some precautionary procedures. Treatment for Head Lice is necessary for children diagnosed with an active infestation. All household members and other close contacts should be checked; those persons with evidence of an active infestation should be treated as well.

LBA has a "No-Nit" policy regarding Head Lice. Children determined to have Head Lice, either by the school or diagnosed at home by the parent, will not be allowed to return to school until a minimum of 24 hours after their first treatment. Upon return to school, the child is required to come to the School Office to be checked by School

Personnel before being allowed to return to class.

When notified, by a parent, that a child has Head Lice, the following is a list of classroom treatment measures followed by Teachers in the room where the student attends:

- Dress-up clothing, pillows, and other items that the infested person used during the two days before treatment, are machine washed and dried using the hot water (130°F) laundry cycle and the highest heat drying cycle.
- Hats, scarves, gloves, non-washable clothing, stuffed animals, “Reading Center” pillows, and any other non-washable cloth items, are sealed in a plastic bag and then stored for two weeks.
- Floors and furniture are vacuumed, particularly where the infested person sat or lay. However, the risk of being infested by a louse is very small. Head Lice survive less than 1-2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not at the same temperature as found close to the human scalp.

Fumigant sprays are not used in the classroom, as they can be toxic if inhaled or absorbed through the skin.

ALLERGIES

Please make sure the School Office is notified of any type of allergies that your child is susceptible to, especially any type of food allergy. We do our best to monitor food allergies and make a conscientious effort to make sure that your child is not exposed to anything that would cause an allergic reaction.

COMMUNICABLE DISEASES

If your child has been exposed to a communicable disease, it is very important to notify the School Office ASAP. If there is any possibility that a child was exposed while at preschool, we will send a confidential notification to parents with the date of the possible exposure and the condition, along with a list of general symptoms to look for in your child.

Before returning to school after an absence due to illness, the child needs to have been free of symptoms and/or fever for at least 24 hours. Some illnesses and/or lingering symptoms may require a release note from your physician.

Any medication(s) your child might need to have administered while at school, i.e. inhaler, EPI Pen, Benadryl, EVEN sunscreen, etc. is to be secured through the School Office prior to the date given as there is necessary paperwork to be completed. No medication is to be given to the Teacher or sent with your child to school.

YOUR CHILD WILL NOT BE ADMITTED TO CLASS IF ANY OF THE FOLLOWING SYMPTOMS OF ILLNESS ARE PRESENT

Cold and/or Flu	Fever and/or Sore Throat
Runny Nose With Thick and/or Colored Secretions	Watery and/or Inflamed Eyes
Conjunctivitis (Pink Eye)	Ear Ache
Constant Cough	Diarrhea and/or Nausea
Marked Drowsiness and/or Dizziness	Draining Sores, Burns, and/or Abscess
Rash	Head Lice or Nits (See Next Section)

The following is a breakdown of many of the common communicable diseases preschoolers may come in contact with, and general guidelines regarding these diseases:

DISEASE	INCUBATION PERIOD	CONTAGIOUS PERIOD	EXCLUSION FROM SCHOOL	SYMPTOMS
Chickenpox	2-3 Weeks/ Commonly 13-17 days.	As long as 5 days, usually 1-2 days prior to eruption of first vesicles & not more than 5 days after eruption of first vesicles.	5-7 days after first vesicles appear & until vesicles become dry & scabbed over.	Slight fever, crops of red, raised type eruptions that change to vesicles & then form scabs.
Measles (Rubeola)	10-14 Days	About 1 week before & 4 days after onset of rash.	4 days after onset of rash.	3-4 days of cough, varying degrees of fever, red-raised rash that becomes blotchy, Conjunctivitis & sensitivity to light
Measles (Rubella/ German)	14-23 Days	During the acute stage of illness. Virus may remain	7 days after onset of rash.	Fine pink rash, enlarged glands

		in stool for 2-3 weeks.		behind ears & back of neck, & slight fever.
Hand/Foot/Mouth Disease (Coxsackie Virus)	3-5 Days	Greatest before onset of rash & probably not communicable after onset of rash.	During the acute stage of illness. If child has lesions not accompanied with symptoms of acute illness, there are no restrictions.	Fever, malaise, sore mouth or throat, not eating well. Lesions in mouth, on palms, fingers, and/or soles of feet.
Fifth Disease	4-20 Days	4-48 hrs. after appropriate treatment starts.	During Acute Illness	Redness of cheeks (as in slapped face), lacy-like rash on trunk & extremities, which fades but may recur with exposure to sun/heat.
Impetigo	1-3 Days with Streptococcal, 4-10 Days with Staphylococcal	48 Hours after treatment starts.	48 Hours after treatment starts.	Begins with blister-like eruptions-Becomes pustular in appearance Y spreads. Most commonly on face.
Ringworm	Scalp 10-14 Days/ Body 4-10 Days	During course of active infection.	After treatment starts. Active lesions s/b covered with clothing, if possible.	Lesions tend to be circular with central healing. On scalp, there tends to be hair loss.
Strep Throat/Scarlet Fever	1-3 Days	From onset of illness until 24-48 hours after treatment begins.	48 hours after antibiotic treatment started & until fever gone.	Fever, sore throat, and/or swollen/sore neck glands. Sandpaper-type rash with Scarlet Fever.

Prescription Medicines

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to the school office by a responsible adult;

Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;

- Medicine should be clearly marked with the child's name;
- The appropriate dosage spoon should be included with all medicines sent to school
- Any medicine administered will be recorded by the staff member in the "LBA Daily Medication Log" in the Principal's Office;
- Medicines will only be accepted for administration in school with written permission from a parent or caregiver.

Non-prescription medicines

- We will also administer non-prescription medicines if necessary. They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above; -They should be clearly marked with the child's name;
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office and taken under the supervision of an adult.
- Any non-prescription medicine administered will also be recorded in the "LBA Daily Medication Log" in the Assistant Principal's office.
- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home; Cough sweets, or cough lozenges, may be taken in school ONLY when administered by staff.

Managing medicines on School Trips:

On school outings/field trips, it is the parent's responsibility to make arrangements for the teacher to bring necessary medicines on the outing. It is then the teacher who is responsible for

taking the class medicine (e.g. asthma pump, Epi-pen, enzymes, eczema cream) with them. The teacher may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure.

Parent's Responsibility

In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the "Medication Dispersment" agreement form found on our website, and kept in the office before a medicine can be administered by staff;

Note: Primary school children may be able to manage their own medication under adult supervision but again, only with parental agreement given through the appropriate paperwork as stated above; Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epi-pens, are kept up to date; Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

Long Term and complex needs: Where a child has significant or complex health needs, parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

Safe Storage of Medicines

- The school is responsible for ensuring that all medicines are stored safely;
- Medicines should be stored in the supplied container, clearly marked with

the child's name, dose and frequency of administration;

- Medicines are stored in the school office under adult supervision;
- No medicine is kept in a locked cupboard to ensure swift and easy access; when medicines need to be refrigerated, they will be kept in the staff fridge

16. HOMEWORK POLICY

- Homework shall be an extension or reinforcement of what is being taught in the classroom and shall be considered an integral part of the student's performance for the class.
- Each teacher shall give clearly stated directions and expectations for homework to students and update web-site daily to inform parents and students of required homework. It is the responsibility of students/parents to check the HOMEWORK LOG daily.
- Students shall be responsible for knowing their homework assignments, for taking home the materials necessary for completing their work and for handing in completed homework on time that is neat and legible. Homework not turned in will be considered late.
- Parents MUST check that homework is completed and can guide students, but must not complete any work for students.
- The amount of time and degree of difficulty will vary from grade to grade and for various subjects. Each teacher will determine the nature and amount of homework for students. The approximate number of minutes per evening is to be used as guidelines.

Grade 1	20 minutes
Grade 2	30 minutes
Grade 3	40 minutes
Grade 4	50 minutes
Grade 5	60 minutes
Grade 6/7/8	70 minutes

17. IMMUNIZATION FORMS

Updated Immunization forms need to be on file for all full and part time students. Please turn into homeroom/class teachers when school starts

18. INTERVENTION POLICY

- teacher identifies student using our developed form
- administration reviews form places child in a leveled tier 1, 2, or 3
- action plan is created by a joint team of teacher and administration (teacher documentation of plan)
- admin discusses child's intervention plan parents are notified of concern according to child's tier level
- reviewed quarterly, modified if needed and saved in child's file

Students at LBA may receive additional support in the regular classroom for study skills deficiencies and behavioral concerns that significantly impact their classroom functioning or school performance. Support in Academic or Behavioral Intervention could include any of the following: organization of materials and work, time management, homework consistency, study strategies, note taking skills, planning and executing long term projects, review of specific concepts taught in class, agitative/aggressive child, unmotivated child etc. Students are assigned to Academic Intervention as a tiered intervention.

Steps to identifying a child with an academic, social or behavioral concern:

- teacher identifies student using our developed form (form was provided to teacher in their BACK TO SCHOOL FOLDER).
- administration reviews form places child in a leveled tier 1, 2, or 3
- action plan is created by a joint team of

teacher and administration (teacher documentation of plan)

- admin discusses child's intervention plan parents are notified of concern according to child's tier level reviewed quarterly, modified if needed and save in child's file

Tier 3 Customized support for "at- high-risk" students

Tier 2 Strategic intervention for students "at-risk" of failure; supplemental support with increased time and intensity

Tier 1 Intervention for students by differentiating instruction

- reviewed quarterly, modified if needed and save in child's file

19. ITBS - Iowa Test of Basic Skills

Grades 1-8 will take a standardized test in the spring of the year. Tests are graded by an outside source and results are shared with parents in June. A copy of test scores and what they mean will be included in the year-end report card issued in June.

20. NEWS & NOTICES

- School news is available on the LBA website, weekly newsletter e-mailed and posted on we-chat. Please check we-chat and email daily. Each family with students in 1-8 will be given a password to access the Quick schools web site.
- Periodically sheets of paper will be sent home letting you know what papers your student is missing. We try to take care of this in class, but when it becomes a problem, a note will be sent home for you to sign and send back.
- Teachers are happy to meet with you during the school year. Please contact them to make an appointment. By making an appointment they will be better prepared to address your questions,

comments and concerns. Contact details and appointment times will be posted on each class's web site.

- We chat is a wonderful and useful way for LBA to spread information to parents. It is not to be used to berate, slander or belittle any parent, teacher or child. If a parent has a grievance with the school, teacher or a classmate, they are asked to contact the teacher or Principal directly. Parents who do not follow these guidelines will be blocked from using the We-Chat until they meet with the Principal.

21. PARENTS

ACTIVE PARENTS

LBA Active Parents Committee consists of:

- Chairman - School Director
- Vice Chairman - Principal
- Parent Lead Coordinator
- Parent Assistant Coordinator
- 4 Parent members
- Room Parents

The LBA Active Parent Committee exists to provide parents and guardians a voice in educational decision-making and to allow LBA families to be increasingly knowledgeable with respect to school programs.

- LBA Administration annually selects a committee of parents, in September, to represent all parents and guardians of currently enrolled students. This committee meets all most ever month throughout the school year to consult with Administration on school matters.
- Each committee member is required to commit to serve for a school year, as long as their student is enrolled in one of LBA's programs, and asked to attend all regular scheduled meetings.
- A committee member's term can be renewed at the completion of the school year.



PARENTAL REQUESTS for teachers for upcoming school years:

Parents need to understand that as LBA employs international teachers, it is more than likely that your child will NOT have the same teacher year after year. Our teachers are employed as year level teachers and do not typically move up with the students.

Most of our teachers are on a timed contract and some may leave after they have completed that contract.

- Parents must understand that although such requests are flattering to the teacher they are very rarely the basis for our staffing decisions.
- Selecting what teacher will teach which class or subject is based on teacher credentials, past teaching experience, availability of teachers, and overall school needs.
- We value the love and care that families express towards our teachers but ask that they see this as a community of classes and not just a single classroom.

Parental requests for students to be put into a certain class or to be switched to a certain class will be considered, but rarely granted.

- Parents need to trust that LBA teachers and administrators know what is best for their child while they are at school. We understand the need and want of familiar surroundings and friends, however there are times when a change in these familiar surroundings is the best thing academically for your child.
- Positive parental reinforcement of these changes lessens the effect on the student.
- Class lists are not available until the first day of school as we will still be accepting students and this may alter the make up of some classes.

22. PEACEMAKERS

LBA has been working on a conflict resolution plan to be used with students,

parents and teachers. This addition of this policy will help everyone deal with conflict, move past the conflict and begin to heal. This policy will be discussed more in Active Parent meetings.

Through forgiveness we can tear down the walls that our mistakes have built, and open the way for a renewed relationships. This is exactly what we must do if we are to forgive as we have been forgiven: We must release the person who has wronged us from the penalty of being separated from us. We must not hold wrongs against others, not think about the wrongs, and not punish others for them. Therefore, forgiveness may be described as a decision to make four promises:

- “I will not dwell on this incident.”
- “I will not bring up this incident again and use it against you.”
- “I will not talk to others about this incident.”
- “I will not let this incident stand between us or hinder our personal relationship.”

By making and keeping these promises, you can tear down the walls that stand between you and your offender. You promise not to dwell on or brood over the problem or to punish by holding the person at a distance. You clear the way for your relationship to develop unhindered by memories of past wrongs. This is exactly what has been done for us, and it is what we are called to do for others.

23. RE-ENROLLMENT SEAT SECURITY FEE POLICY

To insure that your child has a seat for the next school year LBA requires a 10,000 RMB “Seat Security” fee to be paid by every student accepted for admission in order to secure that student’s seat in a particular class.

- Procedure for current LBA students: Each student accepted for admission in order to secure that student’s seat in a particular class.



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- required to pay the “Seat Security” fee before April 1st to secure their seat for the following school year.
- The current year’s S.S. fee will be credited to the 2nd semester’s tuition payment of that year. NO refunds of the following year’s S.S. fee will be given after the last day of classes in the current school year as this 10,000 RMB serves as a deposit and guarantee for LBA that said student fully intends to occupy the seat secured for them.

100	to	100	=	A+
93	to	99	=	A
90	to	92	=	A-
87	to	89	=	B+
83	to	86	=	B
80	to	82	=	B-
77	to	79	=	C+

24. REPORT CARDS

Grades/Report Cards/Standardized Test

- Grades are based on class work, homework, quizzes, tests, projects, and participation. Most grades will be updated on Fridays. Teachers can give unofficial grades whenever a parent requests them and the grades are up-to-date as to what’s in the grade book, not necessarily everything we’ve completed in class, participation points, etc.
- Please contact your child’s teacher as soon as possible if you have concerns about your child’s progress. Report cards will be issued four times a year at the end of each quarter.
- Grades can always be accessed on Quick schools for students 1-8th grade and are updated weekly by the class teacher.
- Report cards will be sent by email, a hard copy may be requested.
- The grading scale for students in LBA is as follows:

STANDARDS BASED GRADING SCALE

GRADES 1 & 2

3- MEETS STANDARD

2- APPROACHING STANDARD

1- NEEDS IMPROVEMENT

0- BELOW STANDARD

GRADES 3 -8

Grading scale

25. SECURITY

LBA believes that the safety and security of our students is of utmost importance. To ensure that the school facility remains as such, the following policy regarding school visitors has been implemented.

- All visitors entering LBA will be required to report to front desk.
- Visitors will be required to communicate their visit’s purpose to front desk attendant
- Visitors must sign in on school’s “Visitor Log” and will be issued a “Visitor badge” which must be worn during the entire duration of their visit.
- Visitor’s badge must be returned to the front desk upon departure.
- LBA staff reserves the right to question any visitor to the school.

Lost or Stolen Property

- LBA strives to be a safe, secure environment. This policy provides guidelines to ensure that students’ and staff misplaced property will be handled in a consistent, secure manner.
- Found Property guidelines
- Items found on school premises must be turned in to School Office immediately.
- Unclaimed items of negligible resale value will be donated to a charitable organization, or destroyed
- Books and other items with markings belonging to other institutions will be returned in a reasonable time, or the institution will be contacted.
- Items of security concern will be disposed of appropriately and securely:

- Credit and debit cards - a phone call will be made to the issuing institution and the card will be destroyed within 24 hours
- Driver's licenses, ID's and keys-if unclaimed within 30 days will be destroyed

Possible Theft

- If suspicion arises regarding an item being stolen, LBA administration and staff will be notified and called in to negotiate claims and conversations between the 2 parties involved. Innocence will be assumed until fact proves otherwise.
- If a party is found guilty of stealing property, the stolen item will be returned to the owner immediately, parents will be called in for a parent meeting and appropriate consequences will be taken with the guilty party.
- All proceedings will be considered highly confidential

26. SNACKS AT SCHOOL

- Each morning we will have a snack time. It is in your child's best interest to bring a snack and a water bottle each day to school. There are a few guidelines for snack time we would like to mention.
- **HEALTHY SNACKS ONLY PLEASE...**
Please try to send fruit, crackers, or a granola bar with your child instead of chips, candy, fruit roll-ups, etc.
- Snacks will be taken away if they are distracting during other times of the day. Please remind your child to be responsible and leave their snack in their backpack until snack time.
- The classroom teacher may implement additional rules about snack time.
- Thank you for helping your child is successful at school by providing a snack and reminding them to bring water bottle every day to school. If you would like to donate a box of crackers or other healthy snacks to our "forgotten snack" box,

please feel free to send them with your child.

27. STUDENT SUPPLIES FEE

- All items needed by students are purchased in bulk and distributed to classrooms at the beginning of each semester. This is to insure that students have the proper items at the proper time and that the teacher's needs and wants for students are carried out in a timely manner. Parents should only have to purchase a backpack and pencil case for their child to begin school. -----
Occasionally throughout the year a teacher may ask for additional funds or items from home to make a special project, please support the teachers by providing these items.
- Middle School & High School students will need to bring their own computer and/or iPad to school everyday.
- Middle School & High School students need to bring a scientific calculator to math class each day. They may not use the calculator on their phone it must be a separate device.

28. TARDY POLICY

- Our rationale at LBA is that students benefit greatly by being in class and being there on time. Arriving late to class means missing out on valuable instructional time and, it creates a disturbance to the classroom. In order to encourage families to arrive on time LBA has created this "Tardy" policy.
- If your child arrives tardy to school, which is any time past 8:00, your child will be asked to wait in the front classroom until the Principal is available to come and issue a tardy slip. After the student receives a tardy slip they may proceed to their classroom.



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- BEING ON TIME SHOWS YOUR RESPECT FOR YOUR SCHOOL, YOUR CLASSMATES AND YOUR TEACHER!
- EXCESSIVE TARDINESS POLICY:
- The Principal will deal with excessive student tardiness on a case-by-case basis.

29. TECHNOLOGY USE

- Teachers and Students at Learning Beyond Academy are encouraged to use technology in a variety of ways to support their individual learning styles and to express their creative talents.
- The use of technology at Learning Beyond Academy is a privilege not to be abused. The school's technology policy applies to all authorized users who access the school's network or equipment using school-owned or personally owned equipment, including wireless devices.

Purpose

- The technology resources at Learning Beyond Academy are provided to support the educational and administrative activities of the school and should be used for those purposes. Use is a privilege, not a right.
- Use should always be legal, ethical and consistent with the school's Mission Statement, its Standards of Conduct Policy, and its general standards for community behavior.
- Incidental personal use of the school's technology resources must be academic in nature, must be authorized by staff, and must not violate other school policies or Standards of Conduct.
- Except as authorized by the school, use of the school's technology resources or data for personal business, for political campaigning or for commercial purposes is prohibited.

Authorized Use

- An authorized user is any person who has been granted authority by the school's technology center to access its computing, network and telephone systems and whose usage complies with this policy.
- Unauthorized use is strictly prohibited. By accessing the school's network using school-owned or personally-owned equipment, you have consented to the school's exercise of its authority and rights as set out in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
- Faculty, staff and students are provided with e-mail accounts, network accounts and Internet access.
- Whenever a user ceases being a member of the school community or if such user is assigned a new position and/or responsibilities, use of technology resources for which he or she is not authorized in his or her new position or circumstances shall cease.

Privacy Expectations

- The school's network resources, including all telephone and data lines, are the property of the school. The school reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the school's network, and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine system maintenance and monitoring or mis-delivery.
- Users must recognize that there is no guarantee of privacy associated with their use of school technology resources.

Users should not expect that e-mail, voice mail or other information created or maintained in the system (even when marked “personal” or “confidential”) are private, confidential or secure.

Responsible Use

- No user may act in ways that invade the privacy of others, are unethical or fail to comply with all legal restrictions regarding the use of electronic data. All users must also recognize and not violate the intellectual property rights of others.
- All users must maintain the confidentiality of student information in compliance with federal and state law.
- Disclosing and/or gossiping about confidential or proprietary information related to Learning Beyond Academy, making public remarks that defame or disparage the school, its personnel, its students or its interests (including but not limited to via e-mail, voice mail, Internet instant messaging, chat rooms, Web pages or Web sites), or that recklessly disregards or distorts the truth of the matters commented on, is prohibited.
- All users must refrain from acts that waste school technology resources or prevent others from using them. Users will not access, modify or delete others’ files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with or degrade the performance of a school computer system, telephone system or network, or to deprive authorized users of access to or use of such resources, are prohibited.

E-mail

- Students may not send broadcast e-mail without prior permission from Learning Beyond Academy staff.
- Users are responsible for both the content and possible effects of their messages on

the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the school, “chain letters” (which proffer incentives to relay them to others), inappropriate messages (including discriminatory or harassing material), and billable services.

- Altering electronic communications to hide your identity or impersonate another person is considered forgery and is prohibited.
- Users will abide by all copyright, trademark, patent and other laws governing intellectual property. No software may be installed, except as permitted by applicable law or school administration, copied or used on school equipment except as permitted by law. All software license provisions must be strictly adhered to.

Inappropriate Materials

- The school prohibits faculty, staff and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
- Accessing the school’s network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior of the school is prohibited.
- The school will respond to complaint of harassing or discriminatory use of its technology resources in accordance with its other listed policies. These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment or administrative function.



Internet Security

- Each user is responsible for the security and integrity of information stored on his or her computer or voice mail system. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. Learning Beyond Academy, at its sole discretion, reserves the right to bypass such passwords and to access, view or monitor its systems and all of their contents. By accessing the school's system, you have consented to the school's right to monitor its system and all of their contents.
- Removing or relocating school-owned technology resources require prior authorization from the School Director.
- Users may not attempt to circumvent or subvert the security provisions of any other system.

30. UNIFORM POLICY:

LBA does require all students to wear the assigned uniform every day:

- The school shirt- these may be purchased for 4th floor LBA reception desk.
- Khaki bottoms/nice pair of jeans- these need to be sourced on your own.
- Sensible closed toed shoes/ sports shoes on PE Days
- Uniform shirts must be worn each day to school.

If a child does not wear their uniform to school the following action will be taken:

- 1st time not wearing their uniform- a hand written note will be set home.
- 2nd time not wearing their uniform- a phone call from the assistant principal, asking the parent why the uniform is not being worn to school

- 3rd time not wearing their uniform-a new uniform shirt will be issued to the student and the parent will be billed for the new shirt
- Khaki pants/shorts /skorts or a skirt with shorts worn underneath will now be part of the school uniform. Shorts/skorts or skirts must be fingertip length.
- If you have not bought the new khaki pants/shorts yet an alternative for the first few weeks of school could be a nice pair of jean pants, please make sure they have no rips, holes or frays.
- Sport shoes must be worn on PE days! On all other school days flat sensible shoes with closed toes should be worn for both boys and girls. Please, no heels in school.

Friday's Dress To Care Day

- Students are allowed to wear their own clothes on Fridays if they bring in a 20rmb or more donation. All proceeds go directly to the Shanghai Healing Home to care for the BABIES. This is an excellent opportunity for parents to talk to their children about caring for those children who are less fortunate. Even on this special day it is important to follow all dress codes set down by LBA and be mindful of PE classes. If a Field Trip is scheduled on a Friday, students will be required to wear their LBA school shirt for safety reasons.

31. VISITOR BADGE

Any person doing business with the school or volunteering at the school must go to the 4th floor reception desk. At the desk they will be asked to sign our visitor log and receive a visitor badge. This badge must be worn at all times while visiting the school.



32. VOLUNTEERING

LBA enjoys and encourages support from our parent community. Parental involvement enhances the effectiveness of our program and strengthens the bond between home and school. There are many opportunities to serve one time or to become a regularly scheduled volunteer.

Areas for you to consider serving in:

- Active Parents
- Substitute teaching
- Events organization and day of support
- Field trips
- Office aide
- Class parties
- Room parent
- and many other opportunities...

To become a volunteer: Fill out our volunteer form found in the office, wear your visitor badge and have fun serving.

- Final grades and documents will be given to family once all fees and documents have been satisfied.
- High school students may have additional steps to take to withdraw from Keystone courses.

33. WITHDRAWAL POLICY

In the event of a student withdrawal from LBA the following procedures will be required:

- Notification from family of intended withdrawal through an Official "withdrawal letter" sent from family to the Admission Office:
admissions@charitydreamshanghai.cn
- Upon receipt of the withdrawal letter it will be filed into student file.
- Administration will notify classroom teacher, school accountant and other pertinent staff of withdrawal.
- Teacher will then contact student's family about what is needed for exit from classroom.
- Administration will notify family of any additional information needed for exit from school database.
- School Accountant will send final invoice to family.

PRESCHOOL

(Policies in the General Information section apply to all programs)

We are so honored that you have chosen to entrust LBA with your child's education. In this manual we have provided some basic facts to help your transitions into LBA Preschool a smooth one.

BASIC FACTS

We have 8 different classes at 3 levels in our preschool: 3 prekindergarten for 4 years old (PK4) all day, 3 prekindergarten for 3 years old (PK3) all day, and 2 Prekindergarten for 2 years old, half day. Each class has a head teacher and a teacher assistant dedicated to that classroom.

SCHOOL HOURS FOR PK3 &PK4:

MONDAY-FRIDAY 8-3

Arriving at school on time is a very important skill to instill in your child. It shows a respect for learning, for their fellow students and for their teacher. Please arrive at school before 8:30, if you are later then 8:35 you must report to the 4th floor where you will be issued a tardy slip and escorted back to the 2nd floor. Please DO NOT ring the bell; teachers are not permitted to open the door for late students after 8:35.

No students will be admitted to school after 9:30 am.

PICK UP TIME 2:45-3:00

Students need to be picked up on time also we are happy to give you a 15 minute grace period each day to pick up your child, beyond that please call and inform the school of how late you will be and why you

are late. A monetary charge may be added to your school tuition for habitual offenders.

PK2

AM class 8-11 & PM class 12-3

Please observe above rules for drop off and pick up of students. Please be on time to drop off and pick up your children. If you will be late please contact the teacher immediately.

Parents of PK2 students are allowed into the hallway at drop off and pick up time. Upon entering the hallway please bring your child to the bathroom and make sure they have washed their hands. Please bring them back to the classroom and see that they put on their slippers and place their water bottle in the room. Turn them over to preschool staff and leave the hallway. The longer you stay the longer they may cry.

PRESCHOOL ARRIVAL/ DEPARTURE

Parents may bring their child to the bathroom, if necessary, we ask that parents DO NOT enter the classroom and leave the hallway as soon as possible.

- **LATE ARRIVALS:** To ensure the safety of the school, and the consistency and quality of LBA's preschool program all preschool students who arrive for daily classes after 8:35 a.m. shall report directly to the school's reception desk on the 4th floor. At that time reception desk personnel will escort the student to their classroom.
- **PICK-UP:** All parents are asked to wait in the foyer/lobby of the preschool and your child will be brought to you. We ask that you do not enter the hallway when picking up your child. This is to ensure the safety of all students in the preschool. Adult picking up the student MUST have the student ID card with them. Please inform the school if you will be late picking

your child up. There is a 50rmb fee for students picked up after 3:30 p.m.

- EARLY PICK-UP: Any child checked out early from a LBA program early, will not be permitted back into school on that same day. This is to avoid disruption to the classes in session.
- If you need to speak to your child's teacher please make an appointment with them, as they are very busy with afterschool activities. Teachers are available to meet with parents after 3:15 most days of the week.

Dress & Backpacks

- Children should wear casual, comfortable clothing suitable for the weather so that they can work and play in complete comfort and a LBA uniform shirt. All removable clothing should be clearly labeled with the child's name. Also be aware that we will be using clay, glue, paint, etc.
- Your child will be bringing papers home from school that he/she would like to share with you. Please be sure to check backpacks each day because important notices from the office or our own classroom may be sent home with your child. All backpacks should be a reasonable size and should be labeled with your child's name.
- Your child should wear closed shoes like tennis shoes. They should be able to complete gross motor activities safely and travel the hallways and

CURRICULUM

LBA has a blended learning atmosphere for PK3 & PK4 classes. We use a combination of academic and center based learning activities to establish and promote our character development programs. Your child will be able to pick the activity they are

most interested in. They will join other PK3 and PK4 students in other classroom for their chosen activity.

Children participate in a variety of activities including but not limited to the following:
Learning Centers - These are areas set up by teachers and students and are changed monthly to fit the theme for the month. Learning centers have activities that are suggested either by written or verbal cues from the teacher or can be developed daily by the children. Materials and equipment in each area are displayed in a manner that promotes individual and independent play. Often, problems are presented for children to solve for creative and cooperative problem solving sessions.

Practical Life - All children are encouraged to behave independently according to their individual development level. The staff encourage children to problem solve creatively, to learn to accept and appreciate diversity, and negotiate for what they want when it is in conflict with another's desires. Staff will assist children in areas of practical life and self-help skill development by providing activities that encourage using undeveloped skills. The goal for children of all ages is to promote positive self-esteem and competence. Whether buttoning, pouring, folding, preparing food, or cleaning a table, children experience real life situations and activities that encourage them to expand their independence.

Monthly Themes - The program has general monthly themes that are established and coordinated center wide from infants to school age, designed to promote developmental skills, and to enrich all children's understanding of their world. The themes have educational, social, cultural, and emotional value.

Circle Time – Circle time provides the children with the opportunity to interact with each other as a group. During this time, we will learn calendar skills, weather skills, sing songs, play games, read stories and learn about each other. During this time, the teacher will prepare children for the day and review the letter, number, theme, and color of the week.

Arts and Crafts – The majority of our projects are focused around the holidays and theme units. Arts and Crafts projects stimulate a child’s mind to be creative. These activities also assist in the development of fine and gross motor skills. Children also achieve a sense of pride and accomplishment through the development of projects. Our program is filled with hands-on learning activities as well as open-ended art activities. Open-ended art allows the child to explore the use of various materials and processes and enjoy what happens. Craft projects are designed to help the children develop their creativity and the use of specific skills. Uneven or lopsided projects are to be expected from children of this age. The children are in the process of learning. It is the “process not the product” that is important. Please keep this in mind and treat all of your children’s projects as masterpieces!

Letters and Numbers – Children will learn to recognize, identify, and eventually write the numbers and letters. We will concentrate on one letter and number each week. During this time, many of our songs, crafts, and games will focus on the letter and number of the week.

Specials – Specials will include math, science, and star of the week activities. Math skills will focus on number recognition, counting, sequencing, patterns, charts, and addition. Science will consist of

simple science experiments usually focused around the theme of the week. Star of the week activities will include show and tell, ask the star, and learn about the star of the week.

Manipulates – Manipulative develop organizational skills like sorting, counting, comparing, classifying, matching, and shape recognition. Children integrate concepts through more physical involvement. By using more senses, children form more associations and learn.

Sensory Experiences – Children will be provided with a wide variety of hands on, concrete, real world sensory experiences appropriate for the child’s age and stage of development. They will learn about all of their senses and how to use them.

Nap and Rest time- LBA requires that all children rest during the day. Nap time will be approximately 1 hour 30 minutes. Sleeping bags must be purchased from LBA as these are specialty made with fire retardant fabric. Sleeping bags will be sent home periodically with students for washing. Please label your child’s bag with their name in large clear writing made with permanent ink.

Kindergarten Readiness – Children will be taught the necessary skills to ensure

Parents are encouraged to work at home with students on Starfall.com to aid and support LBA learning. The program is free for computers and available for a small fee as an app on I-pad or I-phone.

While recognizing that biting is typical behavior in a toddler and a common occurrence within an early childhood center, LBA has established the following list of procedures to be followed when biting occurs in the school setting:



BITING

When biting occurs in PK2 class:

- The child who bites is told, “No, biting hurts!” in a firm but gentle voice.
- iTeacher administers care to the child who has been bitten.
- The child who did the biting may be asked to help comfort the bitten child with “gentle touch”. Ice or cold pack is administered to bite area. If skin is broken the wound is washed with soap and water and a bandage is applied.
- The parents of both children are called and informed of the incident. This is confidential information-the names of other children involved are NEVER shared with parents. This information and communication is recorded on the PK2 “Bite Log”.
- Monitoring of child who bit will begin, especially during high activity times.
- If a child bites repeatedly, staff will meet with parents of biter and discuss possible strategies and consequences for continued biting.

When biting occurs in PK3-PK4 class

- First aid is administered to the bite and the incident will be recorded on the PK3-PK4 “Bite Log”.
- The principal will be notified as biting is not considered a typical response from children this age.
- Both sets of parents will be notified; all information will remain confidential!
- Within the classroom, the teacher will use “Love and Logic” guidelines to determine how the incident evolved and then engage the children in the solution. The solution may be providing a child with the language needed to express himself or herself as well as establishing a clear understanding of the boundaries of physical and emotional safety that need to be observed. The teacher will be certain

that both children understand the severity of the situation.

- If biting persists within a one-week period, the child doing the biting will be picked up by parents and asked to remain home for a 2-day suspension.
- If child continues to bite after suspension, LBA may ask family to find an alternate school for their child.

POTTY TRAINING

It is not unusual that young students will occasionally have a “toilet accident” while at school and we understand this. Please keep a set of clothing including socks in your child’s school bag. However, if a child comes to school and is not fully into the process of potty training and messes their pants on a daily basis we might need to alter their school schedule, until they are fully trained.

HIGH SCHOOL

(Policies in the General Information section apply to all programs)

Technology

1.1 Laptops

1.1.1 Students must have the latest software updates and plug-ins installed on their computers. Both parents and students need to be willing to make the necessary updates and pay for computer support, when necessary and in a timely manner, as not updating the computer, browser, and programs can cause significant hindrances to the online work.

1.1.2 Students must have a word processing program that has the capability to save in .doc and .rtf formats.

1.1.3 Students are responsible to bring their own battery chargers.

1.1.4 See Keystone Technical Requirements for more information about browsers and operating systems. Keystone regularly makes updates to their systems, so students should update their browsers and systems as needed.

1.1.5 LBA can provide limited troubleshooting and support. Students may need to use an outside company to solve larger technological problems.

1.2 Internet access and usage

1.2.1 Students must have a reliable internet connection available at home, so they can work on homework at night and on the weekend.

1.2.2 Students should have a working VPN to access the links given in Keystone lessons. The majority of Keystone lessons can be accessed without VPN (although the

speed of access is usually faster with VPN), but the links for homework assignments and any videos and slideshows that supplement the lessons require VPN.

1.2.3 LBA will provide wireless and wired networks, but can make no guarantees about the stability of those networks due to outside influences.

1.2.4 LBA will not provide VPN services accessible to students.

1.2.5 It is suggested that parents install a website monitoring program, such as NetNanny, to observe their students' internet usage. LBA teachers and administration will monitor and encourage students to use the internet wisely, but ultimately it is the student's responsibility to manage their time and use the internet wisely.

1.2.6 Students may not play video games or watch videos or TV shows for entertainment during school hours.

1.2.7 Keystone teachers often provide links to YouTube videos for supplemental material, such as science experiments and online labs, so students may watch those videos. Students may watch videos on Khan Academy or other educational websites to supplement their learning.

1.2.8 Students should only use email for LBA/Keystone purposes during the school day.

1.2.9 Students are discouraged from using blogs, forums, and social media sites, such as Facebook, WeChat, QQ, and WhatsApp, during class hours. They may check for messages during break and recess when in the high school classroom, but otherwise, access to social media is limited.

1.2.10 Students may not stream music from online sites, as this requires a large amount of bandwidth.

1.2.11 Students may not download books, videos, programs, etc as this requires a large amount of bandwidth.

1.2.12 In accordance with LBA policies, high school students may not use their devices for games, videos, music, and social media access in the hallways, cafeteria, or other school rooms.

1.3 Cell phones

1.3.1 Cell phones should be turned off and stored in a bag or locker during class hours. Students may also turn the cell phone in to a teacher or administrator for safekeeping during the day.

1.3.2 Students may check their cell phones for messages during break and recess.

1.3.3 Students may ask to take or make a phone call, in the event of an emergency, forgotten equipment or lesson, etc., but they must receive permission from Miss Cary to make the call and they need to go out of the classroom, where they will not disturb other classes or students, to place the call.

1.3.4 Parents may contact the high school administrator, in the event they need to reach their child during the school day.

1.3.5 Teachers should not expect students to respond to messages during the school day, but may contact the high school administrator by WeChat or email to give messages to students.

1.4 Head phones

1.4.1 Students may use headphones to listen to slideshows and presentations that are built into the course lessons. They may use headphones for listening practice, if they are enrolled in a foreign language course.

1.4.2 Students should inform the teacher or administrator when they need the headphones for course work.

1.4.3 Students should never assume that they have the right to use their headphones. In the event that a teacher or administrator allows a student to use headphones to listen to music or a video, it will be seen as a privilege that can be taken away, if abused.

Breaks

2.1 Breaks between assignments

2.1.1 Students may take brief stretch and bathroom breaks in between assignments, but should limit these breaks to 5 minutes per hour.

2.1.2 Students should respect other classmates who are working and not distract their classmates when they take these short breaks.

2.2 Morning Break and Lunch/Recess

2.2.1 Students may take one 15 minute break during the morning around 10:00. They may take the break when they are at a good stopping place in between assignments.

2.2.2 Students may extend their breaks only with specific permission from the high school administrator and their parents. For example, students who wish to play sports, go to the gym, practice music, or participate in some other activity as part of their break need to have a signed agreement between the parents, teacher, and student.

2.2.3 Students who extend their morning break beyond a reasonable amount without permission may forfeit the lunch recess.

2.2.4 Students who are more than 5% (or one week) behind in any of their courses will not be permitted to extend their breaks. This criteria will be reviewed every two weeks when the progress reports are published.

2.2.5 Students are encouraged to take non-media breaks, since most of their school work is conducted online. (See the technology guidelines for specific details.) Per LBA policies, electronics may not be used in the canteen or in the hallways from 7:30-4:00. High school students also need to conform to these rules.

2.2.6 Students may bring in their own books, games, or sports equipment to use during breaks, and they assume responsibility for these materials.

2.2.7 The PE Coach is willing to provide sports equipment for students, but those materials need to be obtained before the PE classes start. Students may not enter the sports storage room without direct permission. Students should put away the sports equipment, preferably without being asked, before PE starts and after the lunch recess.

2.2.8 Because of the freedom given to high school students during the breaks, students are unsupervised, so they need to act responsibly.

2.2.9 NOTE: I am not sure where HS students will eat their lunches, but it may be in the classroom next year, or they may be given permission to get their lunch from the canteen and either eat in the canteen or classroom. Once the lunch schedule has been set, I'll be able to write this policy.

2.3 Off-Campus Breaks

2.3.1 Students may go to nearby stores and restaurants, if their parents have filed a written permission form with the high school administrator.

2.3.2 Students must notify the high school administrator or learning coach every time they leave the building and return.

2.3.3 Students should observe the buddy system and only go off-campus in pairs or groups.

2.3.4 Students should observe the other policies regarding breaks even when going off-campus; in particular, students cannot take longer than the established morning and lunch breaks and are expected to return to the classroom at the set times.

2.4 Food and Drinks in the Classroom

2.4.1 Students may bring a morning or afternoon snack.

2.4.2 Snacks should be eaten during break time at a table on a non-carpeted surface, i.e. not on a couch or armchair or while seated on a rug.

2.4.3 Students are responsible for maintaining the cleanliness of the classroom and must throw away trash, clean up spills, and sweep up crumbs and take care of any other messes.

2.4.4 All drinks should be in securely covered containers. Students may bring in a covered mug or water bottle to use for drinks.

2.4.5 Students may use the coffee pot to make tea or coffee, but they are responsible for cleaning and maintaining the coffee pot. Students are responsible for providing any cups, spoons, sugar, etc. that they want for making coffee and tea.

General Policies

3.1 Absences and Tardies

3.1.1 Parents should send an email to Miss Cary when students are going to be absent.

Excused tardies = [note: I don't have the LBA handbook with me, but want these policies to reflect that handbook]

Unexcused tardies =

Excused absences =

Unexcused absences =

3.1.2 Students may be excused from school to attend special activities or classes

offered at another school or with a private teacher (i.e. music lessons, sports training, etc.), but the parent should notify the high school administrator in writing.

3.2 Uniforms

3.2.1 Students should have an LBA uniform shirt or sweatshirt visible at all times.

3.2.2 Students may participate in the “Care to Wear” days, if they give 20RMB to the Shanghai Healing Home. The school principal will collect these funds during Friday morning assembly.

3.3 Personal Belongings

3.3.1 Each student will be assigned a locker. Students may purchase a lock, but need to give the combination to Miss Cary, in the event we need to open the locker when the student is not present.

3.3.2 Student should neaten their work areas before lunch and completely clear away their computers and belongings at the end of the day. Any belongings left in the room could be taken to lost and found.

3.4 Student Relationships

3.4.1 Because we want to encourage healthy relationships among students and want to minimize distractions from school work, LBA discourages dating relationships and will not permit students to date.

3.4.2 Students should refrain from physical contact with other students, such as holding hands, hugging, kissing, etc.

Communication with Parents

4.1 Keystone Progress Reports

4.1.1 Keystone progress reports will be sent home every two weeks. Parents should sign and return the form.

4.1.2 Parents may check their student’s grades at any time using the observer account.

4.2 LBA Report Cards

4.2.1 LBA report cards will be sent home at the end of every grading period. Parents should sign and return the form to the high school administrator.

4.2.2 Parents may check their student’s grades at any time using the quickschools account.

School Activities

5.1 School Programs

5.1.1 LBA High school students will participate in school programs, such as the Celebration of Life in October, Christmas Program in December. Students should plan on participating in these all-school activities, in some way, either as technical support or on-stage participant.

5.1.2 Students and teachers will work with the high school administrator to arrange practice times during class hours, if those are needed.

5.1.3 LBA teachers should consult with the high school administrator about the availability of students for help with projects before requesting the student’s help during a class time.

5.1.4 Students should check with the high school administrator before committing to helping with special activities that would take away from their study time. In the event students are behind in their courses, they may not be able to assist with extra activities.

5.2 After School Activities

5.2.1 The classrooms close at 4:15. All students need to leave the school building before that time. Occasionally teachers may stay later, but students should not plan to continue to work in the classrooms or practice rooms unless they have specific permission and supervision from a teacher.

5.2.2 On Friday afternoons when students are waiting for Youth Group, students should wait in the canteen.

5.3 Second School Activities

5.3.1 Some students are enrolled in classes or programs through other schools and institutions. Students who attend other schools should:

- only work on coursework for LBA or Keystone while at LBA.
- only access email according to the LBA guidelines.
- follow the LBA uniform policies.

Enrollment and Withdrawal

6.1 Enrollment Process

6.1.1 A parent needs to attend an LBA High School Orientation. They may also attend a general LBA orientation if they wish.

6.1.2 A parent will fill out the LBA enrollment application available online.

6.1.3 The Admissions Office will contact the parent to schedule an assessment.

6.1.4 The parent will download and fill out the principal and English teacher recommendation forms and turn in these forms at the assessment meeting. A link to these forms is available on-line. The parent will obtain and turn in an official transcript from the previous school; it can be written in Chinese and translated into English by LBA.

6.1.5 The student will take the assessment tests to determine English language level and course placement for Math and English. Assessment includes: Keystone tests (English Grammar, Writing, Math Level 1 or Level 2) and oral interview.

6.1.5.1 The high school administrator will give the assessments.

6.1.5.2 After the English and course levels have been determined, the parents will be notified of the results.

6.1.5.3 The Admissions Office will email the results of the assessment within one week.

6.1.6 If continuing in the interview process, the parents and student will be asked to schedule an interview with the high school administrator to discuss the goals for the student and to determine the student's full-time or part-time status.

6.1.7 The Admissions office will handle the paperwork and fees necessary for formal acceptance.

6.1.7.1 The Admissions office will email the parents and student to let them know if they have passed this interview or not; the Admissions Office will send the acceptance letter, if applicable.

6.1.7.2 The acceptance letter will specify the grade level and part-time / full-time status.

6.1.7.3 The Accounting office will be copied in on the acceptance letter, then they bill the parents.

6.1.7.4 The high school administrator will communicate with the admissions office to send transcripts (original and translated, if necessary) from previous school to Keystone.

6.1.8. The high school administrator with either meet with or email the parents and student to confirm the Keystone courses to enroll in.

6.1.8.1 The high school administrator will send an email to Admissions, Accounting, and parents to finish the enrollment and payment process for Keystone.

6.1.8.2 Accounting will send one invoice to the parents with the LBA and Keystone costs billed.

6.1.8.3 When payment is received Admissions sends out the enrollment letter.

6.1.8.4 The high school administrator will submit the enrollment forms and transcripts to Keystone.

6.1.8.5 The high school administrator will coordinate with the school principal to enroll students in LBA courses.

6.2 Withdrawal Process

6.2.1 The parents should submit written notice to the high school administrator and Admissions Office.

6.2.2 The parents should fill out an exit questionnaire.

6.2.3 Keystone courses that are in-progress will continue until the end date. Students are responsible for finishing these courses on their own. There is no refund for withdrawing from a Keystone course.

Keystone - LBA's USA Partner High School

Learning Beyond Academy is a partner school of Keystone National High School, based in Pennsylvania, U.S.A. More information about Keystone and more detailed policies are available in the Keystone Student Handbook, but included in this document are summaries of key policies.

The Keystone School

The Keystone School is an accredited, private licensed school serving students worldwide. Keystone is licensed by the Pennsylvania State Board of Private Licensed Schools, and is accredited by the Middle States Association of Schools and Colleges (MSA) and the Northwest Accreditation Commission (NWAC), a division of AdvancED. Accreditation means that our programs and curriculum have been reviewed and meet rigorous standards that are recognized by colleges, universities, and employers.

The Keystone School Mission Statement

The Keystone School provides high quality, individualized educational experiences in a safe, technology enabled learning environment to empower students to achieve their academic and personal goals.

School Culture:

All students, parents, learning coaches, facilitators, faculty and staff participate in learning as a life-long process and actively support the learning of others.

Students are actively engaged in their academic coursework.

- Students show activity within their courses in an appropriate amount of time.
- Students complete their courses within their specified amount of time.
- Students have the opportunity to be involved in clubs and organizations.
- Students have the opportunity to actively communicate with teachers and school community.

The Keystone School ensures student success by providing continued supervision and support.

- Students are supported by faculty and staff who are proficient in their content area and use a variety of instructional strategies.
- Faculty members create connections with students through meaningful content, personalized feedback, and individual support.
- Faculty and staff work to design and implement programs and services that improve student achievement.
- Faculty members engage in ongoing individual professional improvement.
- Appropriate student information is shared with necessary members of the Keystone community as needed to improve achievement.

Parents, coaches, and facilitators are engaged with their students' education.

- Parents, coaches, and facilitators utilize The Keystone School tools and resources to monitor and motivate student learning.
- Students, parents, faculty, and staff are provided appropriate resources and services to meet the needs of students.

Contacting Teachers

Keystone teachers can be contacted by email for questions about course content, getting help with difficult material, journals projects, or Keystone policies. Keystone teachers will return email and telephone messages to students or parents within one business day.

Learning Beyond Academy teachers can be contacted by email, WeChat, or phone, but we request that you use email for official communication about absences, tardies, and grades so an official record can be kept.

Academic and Holiday Calendar

The Keystone School follows a continuous enrollment model, allowing students to enroll in courses at any time of the year, and continue to work on their courses at any time, 24/7/365.

While students may continue to do school work on holidays or school closures, the following school holidays are observed annually. Teachers and other student services will not be available on these days: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Day, and Winter break (determined annually).

Learning Beyond Academy closes for some American holidays and for Chinese holidays, and the specific dates for school holidays can be found on the school calendar, published annually.

Course Information

Each Keystone course is designed for multiple skill levels and where appropriate, courses are sequenced to allow students to advance in a particular course of study. Core and elective courses are designed to

include 180 hours of instruction for a full credit, and 90 hours of instruction for a half credit.

Advanced Placement® courses are college level and are designed to prepare students to take the AP tests in the spring. Many colleges and universities will grant college level credit for students that earn a 3 or above on these exams (out of 5 points possible). AP courses typically require at least 220 hours to complete and require students to be prepared for college level learning expectations.

Learning Beyond Academy and the Creative Arts Academy offer elective courses that can be transferred to Keystone for credit or that can be taken as supplements to the student's education.

Grading Scale

To receive credit for a course, students must complete all lessons, examinations, and assignments as required. For courses offered by Keystone and Learning Beyond Academy, students will receive a final grade, based on the following grading system: 90 - 100 = A; 80 - 89 = B; 70 - 79 = C; 60 - 69 = D; 0 - 59 = F.

Graduation Requirements

To receive a Keystone High School diploma, students need to earn 21 units of credit in grades 9-12. Credits can be transferred in to Keystone as outlined in the *Transfer Credit Policy* found in the Keystone handbook, but students must take at least five credits with Keystone, one credit each in the areas of English, Math, Science, Social Studies, and one elective credit.

Once a student meets the graduation requirements, he or she is awarded a high school diploma from Keystone. **The**

required graduation credits must be distributed as follows:

Minimum Credits for Graduation

- Health/PE (must include one planned course in Health) - 1
- Art and/or Humanities - 1
- Mathematics (at least one must be Algebra 1 or higher) - 3
- Science - 3
- English - 4
- Social Studies - 4
- Electives - 4-5
- Total = 21

Recommended for College Bound

- Health/PE (must include one planned course in Health) - 1
- Art and/or Humanities - 1
- Mathematics (at least one must be Algebra 1 or higher) - 4
- Science - 3-4
- English - 4
- Social Studies - 4
- Electives - 5
- Total = 21-23

Course Completion

Courses are complete when all assignments have been attempted and graded. Keystone requires that all assignments are complete in order to finish the course and receive credit.

Once the final assessment in an online course is graded, the course will no longer display in the student's online classroom. Students who believe they have completed a course that is still displaying in the online classroom must contact the teacher or Student Services.

Keystone will mail a transcript to the partner school administrator of enrolled students when all of their concurrently enrolled courses are completed. Individual unofficial transcripts are available upon request.

Grading

- Only teachers who are employees of The Keystone School evaluate the submitted assessments of Keystone students and assign grades.
- Assignments will normally be graded within 3 business days after submission.*
- Keystone will not "rush" grades. Make sure to submit assignments at a minimum of 3 business days prior to any deadlines you may have.
- Keystone does not allow students to opt to take "zeros" for work that is not submitted. In order to receive credit for a course, students must successfully submit all assignments that count toward the final grade.
- The teacher may "clear" assignments if they cannot grade it. In that event, they will email the student with further explanation.
- If there are questions about a grade that received, please email your Keystone teacher within 48 hours. If there are technical issues when submitting an assignment, contact the teacher immediately.
- See the Keystone Handbook for information about grading and the Grade Dispute Policy.

Academic Integrity

In order to maintain value within all Keystone School programs, it is imperative that student submissions of assignments and assessments be their own original work.

Cheating is "knowingly submitting the work of another individual and claiming the work as your own in an attempt to gain an unfair advantage." Cheating includes:

- Copying answers that were shared by other students either in person or online
- Use of translation programs or tools in world language courses
- Copying course feedback from Keystone
- Collaboration between two students which results in the submitting of identical answers
- Any other form of copying answers from any other person or source.

Plagiarism is “the use of an author’s work with a lack of acknowledgement of the source of that work, whether intentional or unintentional.” Plagiarism includes:

- Work that was incorrectly cited
- Paraphrasing by simply changing the order of a few words
- Copying information directly from any book (including a course resource), periodical, website, or atlas
- Any other un-cited or incorrectly cited work

Cheating or Plagiarism in any form is unacceptable and will result in consequences up to and including receiving a score of zero for the entire course and in some cases, being expelled from Keystone. See the Keystone handbook for more information about their policies.

Disciplinary Removal Policy

Keystone has policies that govern student behaviors that have the potential to harm Keystone’s academic integrity and reputation or to harm other students emotionally or physically. Although rare at Keystone, extreme behaviors or certain repeated behaviors include consequences that may include failure of a course or even removal from The Keystone School (expulsion). The Keystone School will work in conjunction with the partner school’s

administration to investigate and make a final determination. See the Keystone handbook for more information.

Enrollment in Keystone Courses

After meeting with the parents and student regarding the year’s courses, LBA will enroll the students in Keystone courses at the beginning of the school year. Students must spend a minimum of 8 weeks on a course and have a maximum of one calendar year to complete their courses. Please refer to the Enrollment Agreement for more details.

Student Activity Policy

To be considered active, students must begin their coursework and submit at least one weighted assignment in at least one course within the first 30 days of enrollment. Thereafter, students must continue to submit at least one assignment every 30 days.

Students who plan to be inactive for 30 days or more must contact Keystone Student Services to place their course(s) on hold. When a course is placed “on hold” in this way, Keystone will make a note in the student record about the extended absence. Placing a course on hold does not extend the due date.

If 30 days pass without activity in a course, and the course has not been placed on hold, the course no longer qualifies for a refund, but the student retains the right to complete and receive credit for the course through the assigned due date.

Note: Due to US Treasury requirements, Keystone cannot offer refunds to students with a non-US address.

Student Conduct Policy

Intentional electronic, written, verbal, or physical act or series of acts directed at

another student or students, which occurs in a school setting or online school setting that is severe, persistent (repeatedly and over time) or pervasive and has the effect of doing the following:

- Interfering with a student's education
- Creating a threatening environment
- Disrupting the orderly operation of the school

Students are expected to demonstrate the same tolerance, respect, and understanding of any academic setting.

The following are general rules for how students should treat one another, teachers and staff, and how that respect is translated daily into our program:

Students are expected to accept responsibility and accountability for all actions and content submitted, noting that:

- Submission of inappropriate language or content (language or content that is obscene, profane, lewd, vulgar, rude, inflammatory, defamatory, threatening, harassing, or disrespectful) is unacceptable.
- Submission of information that could cause, if acted upon, damage, danger or disruption; i.e., information that incites, encourages, or supports violent, disruptive, or unlawful activities is unacceptable.
- Students will demonstrate respect for all teachers, students, and staff regardless of age, race, gender, religion, national origin, veteran status, disability, or sexual orientation.
- Bullying or Cyber-bullying in any form will not be tolerated.
- Students will not post or submit harmful, threatening, defamatory, or abusive content in essays, journals, portfolios or

in any communications with teachers, staff, or other students.

- Student homepages are within the Keystone system and must follow the same guidelines as for all posts and submissions.

The following are NOT ACCEPTABLE on student homepages, in Discussion Board postings, in the Message Center, or in class session statements:

- Posting of copyrighted/trademarked materials; however, students do retain copyright on their own content.
- Posting of inappropriate language; e.g., language that is obscene, profane, lewd, vulgar, rude, inflammatory, defamatory, threatening, harassing, or disrespectful.
- Posting of information that could cause, if acted upon, damage, danger or disruption; i.e., information that incites, encourages, or supports violent, disruptive or unlawful activities.
- Anonymous postings to Discussion Boards or Class Sessions.
- Students should not post links in any Keystone system unless specifically directed to in a course assignment.

Students must support the security of student personal information and the security of the Keystone systems through good security practices and by notifying Keystone immediately of any potential information security issues.

- Posting of personal contact information is not recommended.
- Students have complete responsibility for protecting the privacy of the student's password. Keystone recommends that students do not share their password with anyone.
- Students are prohibited from accessing the information on the Keystone online

system beyond the authorization designated to the student through his

or her password or to disrupt the performance of the Keystone system.

- Students will not use the Keystone online system to engage in any illegal acts or to encourage such acts.
- Students will notify Keystone of any security issues or problems that they encounter.
- Students will maintain the same ethical standards expected in any academic environment.

The following actions are not permitted in any Keystone system or activity:

- Misrepresenting one's identity
- Posting unsolicited advertisements to the Class Sessions, Message Center, or private email inboxes (spamming)
- Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.

Students who are in violation of the items in the Student Conduct Policy are subject to sanctions which may include:

- The grade of zero points for the specific question, activity, or entry in the exam/journal/portfolio which violates the Student Conduct Policy
- Temporary termination of student account pending investigation
- The grade of zero points for the entire exam/journal/portfolio
- Removal from extracurricular activities and non-academic discussion forums
- Failure of the course
- Expulsion from The Keystone School

Disciplinary actions are at the sole discretion of the administration of The Keystone School and/or the partner school

administration.

Keystone's Use of Student Information

- No member of The Keystone School staff will intentionally give out a student's email address. However, students are advised that posting to the Student
- Discussion Boards does make their email addresses available to others within the online system.
- Keystone makes no warranties of any kind about their services being error-free and without defect. Loss of data due to interruptions in Internet service is not Keystone's responsibility, but that of the student's Internet Service
- Provider. The Keystone School is not responsible for unexpected downtime of the online system. Keystone will inform students in advance of any scheduled downtime.
- Files submitted for grading and postings to the Discussion Boards are accessible by persons with system privileges. These are not private; students should not assume they are.
- Keystone reserves the right to view and share student files, messages, and statements listed above with others, if needed for cooperation with local, state, and federal officials, and as otherwise required by applicable law and/or legal process. Keystone reserves the right to investigate complaints of defamatory, obscene, threatening, or illegal content and/or actions, which may result in the viewing of student materials.
- Student activity in Keystone's online systems can and will be monitored.
- Keystone uses cookie technology to authenticate and track users through its website and online program. Keystone does not place sensitive information in cookies, and the disclosure of any

information gathered in this manner is governed under the terms of this policy.

- Keystone will only disclose a student's academic information internally to support Keystone faculty and staff in assisting a student, and will disclose such information externally only at a student's or parent's/guardian's express direction unless otherwise required by applicable law and/or legal process.

Confidentiality

State law requires that mandated reporters make a report whenever there is "reasonable cause to suspect" that a child has been abused, regardless of any previous reports that have been made. This applies to physical injuries within the past two years, imminent risk of serious physical injury, sexual abuse, sexual exploitation, serious physical neglect and emotional abuse

- If a student threatens to harm himself/herself or others.
- If a student has witnessed or has taken part in illegal behavior.
- If a student indicates that she is pregnant or if the male student indicates he impregnated a minor.
- Any situation where a legal document requests such information.

Transcripts

LBA will communicate with Keystone representatives regarding official and unofficial transcripts.

Keystone will prepare official transcripts once all students have completed all courses. Unofficial transcripts are available upon request.

Transfer, Withdrawal, Extension Policy

The Keystone School will transfer credits from another educational institution or

experience to the Keystone transcript under certain conditions. The LBA Admissions Office and the high school administrator will communicate with Keystone about transfer credits.

Transferring from one Keystone course to another is possible; the high school administrator will handle communications with Keystone representatives in this situation.

If a student meets certain criteria, they can withdraw from a course(s). Under the LBA Keystone tuition policy, parents will not receive a refund for courses that are withdrawn. The high school administrator will communicate with Keystone to determine if the student meets the criteria for withdrawing from the course(s).

Students have one calendar year from their original due date or enrollment in order to complete their course(s). If students cannot complete their course work within 12 months, they should communicate with the high school administrator before the course expires. The LBA high school administrator will request extensions from Keystone.

If additional time is needed, an extension fee of \$50 per course is required to extend for an additional 3 months (student must have original materials). Courses may be extended twice, for a total of 6 months of additional time. If all extensions have been exhausted and more time is needed, students must re-enroll in the most current version of the course at full price.

Per LBA's policy, parents are responsible for paying fees needed for extending the course.

For more information about course transfers, withdrawals, and extensions, see the Keystone Student Handbook.

ADMISSIONS, TUITION AND FEES POLICY

(FOR ALL PROGRAMS)

1. Re-enrolling Students

1.1 Returning students may re-enroll and secure their seat for the 1st semester of the following year by paying the enrollment seat security deposit of 10,000RMB. The enrollment seat security deposit is due on or before the 2nd Friday of March and is non-refundable* (see section 6).

1.2 The seat is secured through the open enrollment period until development fee and 1st semester tuition fee are due on or before the 2nd Friday of May.

1.3. The seat will be forfeited and offered to new student if development fee and tuition fee are not paid by the due date above. In this case, the Enrollment Seat Security Deposit will not be refunded.

1.4. Please note that open enrollment begins on the second Monday of March. LBA will not hold seats for existing students if the enrollment seat security deposit has not been received.

2. Tuition, Fees and Due Dates (see separate fees schedule)

2.1. Seat Deposit (for current students) - 2nd Friday of March

2.2. Tuition - 2nd Friday of May and 2nd Friday of October for 1st and 2nd semester respectively.

2.3. Capital Development - 2nd Friday of May

2.4. Busing service - 2nd Friday of May and 2nd Friday of October for 1st and 2nd semester respectively.

2.5. *For each semester there is an optional donation that can be added in the

fees to go towards the sponsorship of Shanghai Healing Home students.*

2.6. There is a sibling discount of 10% for each additional sibling enrolled.

3. Payment Options

3.1. Payment for tuition and fees may be made by semester or by full year.

3.2. Full year tuition payments will avail of a 1,000RMB discount.

3.3. Fees can be settled in our 4F office by cash or card.

3.4. Wire Transfers: (Please note student's name with the grade on the remittance to ensure payment is credited to the proper account)

3.5. Please email accounting@charitydreamshanghai.cn any remittance slips or payment questions.

1. 在读学生新学年重新注册

1.1. 在读学生可以通过支付注册学位保证金 – 10,000人民币重新注册并确保他们来年第

一学期的学位。注册学位保证金需要在3月的第二个周五或者之前交付，且是不可退款的*（见第6部分）

1.2. 在公开注册阶段，教育发展费和第一学期学费需要于五月第二个周五或之前交付，学位才会被确认。

1.3. 如果教育发展费和学费没有在以上指定的日期交付，学位就会被取消且会被提供给新的学生。在此情况下，注册学位保证金是不会被退款的。

1.4. 请注意公开的注册由3月的第二个周一开始。如果在读学生的学位保证金LBA到此时还未收到，LBA是不会为在读学生保留学位的。

2. 学杂费和缴费截止日期（请参见本文档未更新版本的学费缴费安排）

2.1. 学位保证金（现任学生） – 三月第二个周一

2.2. 学费 – 五月第二个周五为第一学期、十月第二个周五为第二学期

2.3. 教育发展费用 – 五月第二个周五

2.4. 校车服务 – 五月第二个周五为第一期、十月第二个周五为第二学期

2.5. *每个学期都有可选择的奉献作为对于上海医治之家学生的赞助（包含在学杂费内）

2.6. 有兄弟姐妹的学生注册，每位兄弟姐妹注册可享受10%的优惠

3. 缴费选择

3.1. 学杂费可以按学期缴纳或按整年缴纳。

3.2. 一次性缴纳整年学费可以有1000人民币的优惠。

3.3. 费用可以通过现金或银行卡的形式在四楼办公室缴付。

3.4. 电汇请注意标明学生的姓名和年级确保汇款是进入正确的账户)

3.5. 请将汇款凭证发邮件至 accounting@charitydreamshanghai.cn；任何问题也可邮件至该邮箱。

4. Withdrawal & Refund Policy

4.1. To begin the withdrawal process, a written withdrawal notice must be submitted to School Administration (Section 7).

4.2. Refunds for tuition payments:

4.2.1. Full refund of the semesters' tuition will be refunded if a student does not attend any days of the subject semester and the written request is received before the first day of the semester.

Refund Policy Table

Written request submitted on or before	% of 1st semester tuition refunded	% of 2nd semester tuition refunded
Before the 1st day of 1st semester	100%	100%
October 1st	66%	100%
Before 1st day of 2nd semester	0%	100%
March 1st	0%	66%

4. 退学以及退费政策

4.1. 要开始退学流程，学生的书面退学通知必须提交给学校行政（第7部分）

4.2. 学费退费：

4.2.1. 如果学生没有参加将要退费那一学期的任何一天学校学习，以及书面请求在学期第一天之前收到，学校将进行该学期的学费全额退费。

书面要求需于以下之前提交	第一学期学费退费%	第二学期学费退费%
第一学期第一天之前	100%	100%
10月1日	66%	100%
第二学期第一天之前	0%	100%
3月1日	0%	66%

5. Waitlist Students & Refunds

5.1. Students on the wait list who have paid the seat security deposit will be given the first available seat.

5.2. Waitlist students before open enrollment.

5.2.1. The Waitlist seat security deposit paid prior to open enrollment will be available for refund if no seat becomes available for the student after open enrollment on the 2nd Monday of March.

5.2.2. These students may elect to remain on the wait list by not requesting a refund of the seat security deposit.

5.3. Students who remain on the waitlist through open enrollment (2nd Monday of March - June 1st)

5.3.1. Students who elect to remain on the waitlist through open enrollment will have priority seat placement over students who have not paid the seat security deposit and will be given a seat when available. During open enrollment, these students are committing to take a seat if it becomes available and will not be offered a refund of the seat security deposit if they should choose to withdraw from the enrollment process.

5.3.2. If no seat becomes available before June 1st, the seat security deposit will once again be available for refund. Please send a request to admin@charitydreamshanghai.cn on or before June 1st.

5.3.3. Students who elect to remain on the paid wait list after June 1st and are offered a seat before the start of school will be considered as LBA enrolled students. The original Waitlist Seat Security deposit now becomes an Enrollment Seat Security

deposit and will be applied to students' 2nd semester fees. Current semester fee must be paid within one week of acceptance. There is no refund if the student chooses to turn down the open seat.

5.3.4. Students who elected to remain on the waitlist after June 1st can request for a refund at anytime before LBA offers an available seat.

5. 等待列表上的学生和退款

5.1. 在等待席上的学生若已经付了学位保证金将被给予第一个空出来的学位。

5.2. 在公开注册之前的等待席位中的学生

5.2.1. 如果在2015年3月15日公开注册的时候还没有入学席位，等待席位中的学生若缴纳了学位保证金，将予以全额退款。

5.2.2. 这些学生也可以选择不申请学位保证金的退款从而继续留在等待席位中。

5.3. 在公开注册过程中留在等待席中的学生

5.3.1. 对于选择在公开注册过程中继续留在等待席中的学生，当有空余席位时，这批等待席中的学生相较于那些没有缴纳学位保证金的学生有优先权被安排席位。在公开注册期间，这些学生需要承诺一旦有空余学位他们会选择就读；即使在最终注册中他们选择退学，这笔学位保证金将不予以退款。

5.3.2. 在2015年6月1日前如果没有空余席位，那么学位保证金可以再一次申请退款。

请发送退款申请至：
accounting@charitydreamshanghai.cn

5.3.3. 学生选择在6月1日之后仍旧留在等待席位上且在学校开学前被提供一学位，被视作LBA已注册学生。原本等待席位的保证金将作为注册学位保证金，且只能用做学生第二学期的费用抵扣。本学期学费需要在一周内交付。如果学生选择放弃这开放的学位，学校将不予退款。

5.3.4. 对于2015年6月1日之后选择留在等待席中的学生，可以在LBA安排学位之前任何时候申请退款。

6. Enrollment Seat Deposit

6.1. The enrollment seat security deposit is non refundable during open enrollment (2nd Monday of March through June 1st) and will be held through the 1st semester to secure the seat for the 2nd semester. If a student begins the 2nd semester, the deposit will be credited toward the 2nd semester tuition payment.

6.2. In the case that a student applies for withdrawal of the 2nd semester, following proper withdrawal procedures as outlined in Section 4, the seat security deposit will be considered as tuition at that time and will be refunded along with any tuition refundable at the time of withdrawal notification.

7. Written Notification Policy

7.1. Written notification is required, from the student's parents, for all refund and withdrawal requests.

7.1.1 For school withdrawal and refunds, notification can be submitted in hard copy and/or e-mail format to the Admissions Director: admin@charitydreamshanghai.cn.



7.1.2. For lunch change or cancelation, notification should be submitted to the Accounting Department:
accounting@charitydreamshanghai.cn.

7.2. A notification is considered received at such time that LBA Administration acknowledges the notification.

7.3. If, within a couple business days, there is no reply from LBA Administration the parent should be proactive by calling LBA to ensure their notification has been received.

7.4. Written notification should not be submitted to Lead Teachers, Teacher Assistants or support staff.

8. Additional information

8.1. The Capital Development fee is a required annual fee paid by each student regardless of the enrollment date and/or semester and is non-refundable.

8.2. Refunds will be processed 7 working days after the student's last day of attendance and only after all school materials have been returned and the Withdrawal Checklist has been signed and returned to Admissions Director.

8.3. No refunds will be issued for any fee including but not limited to tuition, Enrollment Seat Security deposit, lunch, bus, after school activities, CAA and ELS classes until all outstanding payments have been settled. Refunds will first be applied to settle outstanding payments before being issued to the student's account.

8.4. Students who are dismissed from any LBA or CAA or ELS programs due to misbehavior or violations of the academic policies are not eligible for any refunds from that program.

8.5. All refund request are required to complete refund instructions (banking information for where to apply the credit) and return of the original fapiao (if issued). Failure to do so will result in additional charges.

6. 注册学位保证金

6.1. 注册学位保证金在公开注册期间是不可退款的，并且于第一学期内保留来作为第二学期学位的确保。如果学生开始第二学期的学习，保证金将作为第二学期学费的抵扣。

在学生提出第二学期退学的情况下，需要跟随第4部分退学流程进行，学位保证金在此时将会被认为是当时需要交付的学费，且会根据退学通知的时间与其它学费一同进行退费。

7. 书面通知政策

7.1. 对于所有退款和退学要求，需要来自学生家长书面通知

7.1.1 对于退学和退费，通知可以以书面形式和 / 或者电子邮件形式发送给招生主任：

admin@charitydreamshanghai.cn

7.1.2. 午餐需变化或者取消通知需要发送给财务部：

accounting@charitydreamshanghai.cn.

7.2. 学校要求学生家长通过纸质形式或者电子邮件形式书面通知学校。

7.3. 当LBA行政认可收到通知后才视该通知学校已收到。

7.4. 如果在两个工作日内，家长没有收到任何来自于LBA行政的回复，家长需要主动与学校联系确认学校收到相关书面通知。

7.5. 书面通知需要发送给学校以下相关人员：学校校长、商务部门和财务部门：
(LBA@charitydreamshanghai.cn,
accounting@charitydreamshanghai.cn, or
business@charitydreamshanghai.cn)

7.6. 书面通知不能交给主带领老师、老师助理或者协助的员工。

8. 其他信息

8.1. 教育发展费用是一笔硬性的年度费用，不计注册日期或者学期且是不可退款的。

8.2. 只有在学生最后一天学习后且只有当所有学校材料退还给学校，退学清单已经被签署且交给招生主任后的7个工作日内进行退款。

8.3. 在所有欠款缴清之前，将不予以退款，这些费用包括但不限于学费、注册学位保证金、午餐费用、校车费用、课后活动、CAA和ELS课程。所需退款的费用在退还之前需要先用来抵扣欠款费用。

8.4. 学生因为不良表现或者违反学术政策而被LBA或者CAA或者ELS退学不具备退款资格。

8.5. 所有退款要求需要完成退款流程（申请信用证的银行信息）以及退还原始收费发票（如果有的话）。如果没有相关信息会造成额外费用。

9. Additional Fees & Policies

9.1. School Lunch

9.1.1. Lunch Payment Policy

9.1.1.1. School lunches are billed on a semester basis.

9.1.1.2. Payments should be made in full for the semester by the date shown in the fee schedule.

9.1.2. Changes to Lunch Selection

9.1.2.1. Changes to the lunch size (up or down) can be communicated at any time. Please allow 3 business days for the change to take effect. A pro-rated refund is available when the size is reduced to a less expensive size from the effective date.

9.1.3. Lunch Cancellation

9.1.3.1. School lunch may be cancelled (with a pro-rated refund from the effective date) or reinstated only on the 1st school day of each month. Written notification must be made ahead of time. (Section 7)

9.1.4. Lunch Refund Policy

9.1.4.1. Holidays and Vacations: There is no refund available of the lunch fee for days which a student is absent for any reason.

9.1.4.2. Withdrawal: Students who withdraw from LBA may receive a pro-rated refund of the lunch fee starting from the 1st school day of the month following their proper notification of withdrawal from LBA.

9.2. School Bus

9.2.1. Busing is provided as an additional service of LBA and it is not guaranteed that there will be an available seat or service to a specific location. Busing routes are finalized before the start of the school year.

9.2.2. Bus Refund Policy

9.2.2.1. School Bus payments are made per semester

9.2.2.2. There is no refund available of bus fees which are paid on semester basis

9.2.3. Payment per School Year

9.2.3.1. There is no refund available of bus fees for the 1st semester. If the bus fee has been paid for a full school year and the student elects not to use the bus seat in the 2nd semester a full refund of the 2nd semester fee is available if proper written notice is given 30 calendar days before the start of the 2nd semester.

9.3. After School Activities

9.3.1. ASA fees are due in order to secure a seat in that class.

9.3.2 ASA fees are non refundable. If you would like to switch to another class, you may use the credits towards the new class fees.

9.4. Additional notes

9.4.1. Special events (such as field trip) throughout the year will be billed appropriately.

9.4.2. Creative Arts Academy, English Language Studies, After School Activities, and Assisted Learning Program will be billed separately.

9. 额外费用和政策

9.1. 学校午餐

9.1.1. 午餐付费政策

9.1.1.1. 学校午餐费用是按照学期计算。

9.1.1.2. 每顿午餐的费用为：幼儿园 – 17元 / 天、中份 – 20元 / 天、大份 – 24元 / 天、超大份 – 29元 / 天。

9.1.1.3. 一般一学期在校天数为85至90天。

9.1.1.4. 费用需要按照费用清单上的日期每学期一次性缴清。

9.1.2. 午餐选择的改变

9.1.2.1. 午餐盒尺寸的变化（调大或者调小）可以在任何时间沟通，请注意此变化需要3个工作日生效。因午餐尺寸调小导致的费用降低会按照比例从生效日开始计算进行退款。

9.1.3. 午餐取消

9.1.3.1. 学校午餐可以取消（退款金额计算按照生效日开始计算）或者从每个月的第一个学校日重新开始。书面通知必须提前送达学校（见第7部分）

9.1.4. 午餐退款政策

9.1.4.1. 假期和度假：不管因何理由学生未出席学校的时间，学校对于午餐不予退款。

9.1.4.2. 退学：对于选择从LBA退学的学生，午餐退费的计算从学校收到正式的退学申请后的那个月的第一个学校日开始。

9.2. 学校校车

9.2.1. 校车服务为LBA额外的服务，所以不能确保特定的地点会有空余的座位或者服务。校车路线会在学年开始之前确认。

9.2.2. 校车费用退费政策

9.2.2.1. 校车费用为每学期进行缴费。

9.2.2.2. 对于每学期付费的校车费用，学校不提供退款。

9.2.3. 一整学年付费

9.2.3.1. 第一学期的校车费用没有退款。如果校车费用是一整学年一次性缴清,学生选择第二学期不搭乘校车；只有当学校在第二学期开始前30天收到来自于学生的书面退款申请，第二学期的校车费用将予以全额退款。

9.3. 课后活动

9.3.1. 若要确保课后班的学位，课后活动费用需要及时交付

9.3.2 课后班的费用是不予退款的。如果你想要调换到其它班级，你可以用学费冲抵新班级的费用。

9.4. 额外注意事项

9.4.1. 学年内的特别活动（例如野外旅行）费用将会出具账单告知学生和家。

9.4.2. 欲创艺术学院，英语语言学习、课后活动和提升性的学习项目将会单独出具账单。

10. School semester information

10.1. LBA's academic year is comprised of two semesters plus a summer creative arts camp.

10.2. 1st Semester typically begins on/or around August 30th and continues through approximately the second week of January. (Depending on CNY dates)

10.3. 2nd Semester begins approximately the third week of January and continues through the third week of June.

10.4. Creative Arts Summer Camp is a 4-week long camp from the 2nd week of July through the 1st week of August.

11. Creative Arts Academy & English Language Studies Tuition due date and refunds

11.1. Tuition fees are paid per semester.

11.1.1. CAA Tuition is due on the 1st Friday of August and December for 1st and 2nd semester respectively.

11.1.2 ELS Tuition is due before a seat will be secured in that class.

11.3. Withdrawal request

11.3.1. CAA withdrawal requests should be submitted one month in advance. Please submit in writing to both



caa@charitydreamshanghai.cn and
accounting@charitydreamshanghai.cn.

11.3.2. ELS withdrawal requests should be submitted one month in advance. Please submit in writing to
els@charitydreamshanghai.cn.

11.3.3. With one month advance notice full refund of the remaining hours of the semester will be refunded, minus any additional material fees.

11.3.4. With less than one month notice, then one month of fees will be deducted from remaining balance.

10. 学校学期信息

10.1. LBA的学年包含两个学期和夏季创艺术夏令营。

10.2. 第一学期通常会在8月30日当日或者前后开学，并持续到来年一月份的第二周（根据中国春节时间）。

10.3 第二学期大约于一月份的第三周开始，并持续到六月份的第三周。

10.4. 创艺术夏令营是一个长达4周的夏令营，从7月第二周开始持续到八月第一周。

11. 创艺术学院&英语语言学习费用缴费时间和退款

11.1. 学费为每学期缴费

11.1.1. CAA学费为八月的第一个周五缴纳第一学期的费用，十二月第一个周五缴纳第二学期的费用

11.1.2 ELS学费在学位确认前需要将学费缴清。

11.2. 退学要求

11.2.1. CAA退学要求需要提前一个月提交。请以书面形式同时提交给

caa@charitydreamshanghai.cn和
accounting@charitydreamshanghai.cn.

11.2.2. ELS退学申请需要提前一个月提交。请以书面形式提交给
els@charitydreamshanghai.cn.

11.2.3. 满足一个月提前通知，学期剩余小时的费用将在扣除任何额外材料费用后进行退款

11.2.4. 如果少于一个月通知，将会在剩余费用中扣除一个月的费用

12. Keystone High School Tuition and Withdrawal Policies

12.1. Keystone Tuition is paid to LBA in August for the courses enrolled for the school year and in June for summer classes.

12.1.1.The Keystone tuition includes the cost of the class, books, shipping/handling, and administrative cost.

12.2. Withdrawals and Extensions

12.2.1.LBA assumes responsibility for purchasing and enrolling students in these classes for one program year. Should a student not complete a course within the



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A Candidacy School For International Accreditation

All 2016/2017 CDS Program Tuition And Fees CDS 2016/2017项目学杂费

Fees 费用	Payment Frequency 付款周期	Amount (RMB) 费用 (人民币)	Due Date 付费截止日期	Details 细节
Non-Refundable Fees 不可退款费用				
Registration & Assessment 注册&评估	One time 一次性	2,000 RMB 2,000人民币	Before assessment 评估之前	Non-refundable 不可退款
Enrollment Seat Security Deposit 注册学位确认保证金	Annual 一年性	10,000 RMB 10,000 人民币	For returning students due the 2nd Friday of March every year. 在读生：三月第二个周五 New students after acceptance letter. 新生：收到录取通知书之后	Non-refundable through the end of the 1st semester (will be applied to 2nd semester tuition fees when tuition is paid in full.) 第一学期结束前为不可退款 (当学费全部付完之后, 这笔费用将用来抵扣第二学期的学费)
Capital Development Fee 教育发展费	Annual 一年性	5,000 RMB 5,000人民币	2nd Friday of May 五月第二个周五	Non-refundable 无可退款
Tuition Fee 学费				
Pre-K2 - (Half day) 幼稚园-PK2 (半天)	Semester 学期	15,000 RMB (or 16,000 RMB with SHH donation – 15,000人民币 (或者 16,000人民币算入上海新生命之家捐款)	2nd Friday of May & 2nd Friday of October. 五月第二个周五以及十月第二个周五	LBA currently sponsors the tuition for 4 orphans from the Shanghai Healing Home. We offer a chance for our LBA community to partner with us in sponsoring these children's education by making a recommended 1,000RMB contribution along with your regular semester tuition payment. LBA目前自助上海新生命之家的4个孤儿的学费。我们为我们LBA社区提供一个机会与我们共同资助这些孩子们的学业, 只需要在你们正常的每学期学费基础上多交付1,000人民币
Pre-K3 - Grade 8 幼稚园PK3-8年级	Semester 学期	25,000 RMB (or 26,000 RMB with SHH donation.) 25,000人民币 (或者 26,000人民币算入上海新生命之家捐款)		
Grade 9th - 12th 9年级-12年级	Semester LBA 学期	25,000 RMB (or 26,000 RMB with SHH donation.) 25,000人民币 (或者 26,000人民币算入上海新生命之家捐款)		
	Keystone - per course	4,225RMB	August before the start of classes or June for summer classes.	



After School Programming 课后班项目

Fees 费用	Payment Frequency 付款周期	Amount (RMB) 费用 (人民币)	Due Date 付费截止日期	Details 细节
LBA After School Classes LBA 课后班	Semester 学期	Class fees vary and will be announced with program schedule. 班级费用不同且会随着课程公布	Tuition is due before a seat will be secured. 在学位确认前需要交付学费	This fee applies for one class per semester. * Some classes have additional material fees. The material fee is non-refundable and is included in the fees. 学费为每学期一门课的费用。* 有些课程会产生额外材料费用。这些材料费是不可退款的且包含在费用中。
Creative Arts Academy 新创艺术学校	Semester 学期	See CAA fee schedule 查看CAA费用清单	1st Friday of August and December 八月第一个周五和十二月第一个周五	See Withdrawal & Refund Policy 查看退学退款政策
English Language Studies- Assessment Fee 英语语言学习 – 测试费用	One time 一次性	300 RMB 300 人民币	Before assessment 测试前	Non-refundable 不可退款
English Language Studies 英语语言学习	Semester 学期	3,550 RMB 3,550 人民币	Tuition is due before a seat will be secured. 在学位确认前需要交付学费	This fee applies for one class per semester and includes material fees. The material fee (350RMB) is non-refundable. 学费为每学期一门课的费用且包含材料费用。这些材料费 (350人民币) 是不可退款的。
Summer Camp 夏令营	Summer Semester (4 weeks) 2nd week of July to 1st week of August. 夏季学期 (4周) 7月第二周到8月第一周	5,500 RMB 5,500 人民币	June 1st or before seat is secured. 6月1日或者学位确认前	Fees include lunch, in-house extra curricular activities, and uniforms. 费用包含午餐、课外活动和校服。

one year time frame set by Keystone, the student will be responsible to pay the class extension fee(s) (\$50 USD per course for 3 month extension). If the student still does not complete the course, LBA will not be held responsible and the student will need to pay to re-enroll in the course at full class price.

12.2.2. Students enrolled in Keystone courses can be refunded for course withdrawals according to the Keystone policies and rates. LBA will apply any refund credits that Keystone issues to the student's account. In the event that the student is not reenrolling the following year, LBA can offer cash refunds.

12.2.3. Keystone Transfer and Withdrawal policies:

12.2.3.1. Course Transfers: Transferring from one Keystone course to another is possible; however for specific details, please contact your account manager regarding qualification and any potential fees.

12.2.3.2. Course Withdrawals: If a student withdraws from one or more courses, tuition refunds will be based on the date of the cancellation and the number of course assessments completed as follows:

12.2.3.2.1. If a course is cancelled within five days after midnight of the date the Enrollment Agreement is accepted (the Cancellation Period), all tuition monies paid to Keystone will be refunded.

12.2.3.2.2. If a course is cancelled after the Cancellation Period but before any course assignments are submitted to Keystone for grading, a registration fee of \$75 per course will be charged. All other tuition monies will be refunded.

12.2.3.2.3. If a course is cancelled after the Cancellation Period and after course assignments have been submitted to Keystone for correction, the \$75 registration fee will be charged per course plus a percentage of the remaining tuition as follows:

12.2.3.2.3.1. 10% or less completed—10% of tuition after subtracting the registration fee

12.2.3.2.3.2. Between 11% and 25% completed—25% of tuition after subtracting the registration fee

12.2.3.2.3.3. Between 26% and 50% completed—50% of tuition after subtracting the registration fee

12.2.3.2.3.4. Over 50% completed—obligation for full tuition (no refund)

12.2.3.2.3.5. Shipping/handling fees are non-refundable

12.2.4. The student will be charged any fees associated with enrolling in a replacement course.

12.2.5. Students withdrawing from LBA may continue their Keystone courses that have already been paid for independently from LBA support. LBA fees fall under LBA refund policy (see Section 4)

12.2.6. There are no refunds of Keystone fees if a student chooses not to complete their courses.



Keystone High School Tuition and Withdrawals

12.1 Keystone学费在整个学年开学时需要交给LBA.

12.1.1 Keystone部分的学费涵盖了最多6门课以及与这些课程相关的该学年所有的费用。学生在该学年选择的任何额外的课程都会产生额外的费用。

12.2 退学和延迟

12.2.1 LBA负责为学生注册一年的课程以及购买材料。如果学生在一年内没有完成Keystone设定的课程，学生将需要负责支付课程延长费用（50美元每门课，延长时间为3个月）。如果学生仍旧没有完成课程，LBA将不再为学生负责，学生在再注册时，需要支付该课程的全额费用。

12.2.2 如果学生要退课，不会产生退款。学生如果注册任何替代课程，会产生相关的费用。

12.2.3 从LBA退学的学生可以继续他们已经支付的Keystone的课程，可与LBA的支持独立。LBA部分的费用将根据LBA退款政策进行（见第四部分）

12.2.4 如果学生选择不完成他们的课程，Keystone的费用不会产生退款。



Arrival for 4F Students is 7:55 – 8:00 am Tardy by 8:01
Arrival for 2F Students is 8:00 – 8:35 am Tardy by 8:36
Departure at 3pm

2016 – 2017 SCHOOL CALENDAR

2016

■ Teacher In Service Days (Students have no classes)
 ■ LBA Special Monthly Event or Field Trip
 ■ Parent Orientations/Mtg.
■ National Holiday, School Breaks & ½ Days
 ■ Enrollment Start Dates for Existing and New Students / First Day or Last Day of School / Report Cards

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8-12 New Teacher In-Service
15-19 All Teachers In-Service
26 ½ DAY Preschool Open House
New student Orientation
29 1st Day of School

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Open House
All school Parent Orientation
15-16 No School – Mid Autumn Festival
19 Start of After-School Programs

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-7 No School
Autumn Holiday-Offices Closed
15 SHH Anniversary

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 End of 1st Grading Period
Celebration Of Life
8 No School
11 Report Card Sent Home
14 No School
Parent Teacher Conference
24 No School-Thanksgiving Day
25 Field trip
30 Science Fair (Gr.3-HS)

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Earth Day (K5-Gr. 2)
16 LBA Christmas Production
20 Preschool Christmas Production
21 ½ day of school
21 - 3 January 2017
No School

Parents take note:

*Active Parents Meeting is every 3rd Thursday of the month.
There will be prior notice if there are changes.
*No Pre-K2 classes AM/PM on half days of school.
*First Draft, dates are subject to change.

Calendar updated as June 22, 2016 3:27 pm

2017

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3 New Years Break
Offices Closed
12 Active Parent Meeting
13 All School CNY Celebration
20 End of 1st Semester –
2nd grading Period
Report Cards Sent Home
21-Feb12 CNY HOLIDAY

February						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1-12 Chinese New Year
No School
Offices Closed
Start of LBA 2nd Semester/
After-school & CAA
13 Book week & Read a thon
17 Read-a-thon Celebration

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 Speech Competition
31 Math Olympics

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 Spring Break
21 End of 3rd grading Period
Spelling Bee
22 LBA Gala
24-28 ITBS testing
26 ½ Day of School
28 Report cards sent home

May						
S	M	T	W	T	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-3 No School
26 World Mrket Fair
29-30 NO SCHOOL Dragon Boat Festival

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 High School graduation
Kindergarten graduation
Preschool step-up
18 CAA Spring Recital
22 LBA Sports Day
23 Last Day of School /
½ Day of School
26-28 Teacher In Service Day

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-7 Teacher in Service
10 Start of Summer Camp
11-August 5 Summer Camp

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Summer Camp Production



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