



Learning Beyond Academy
hearts burning. minds shining.

Parent and Student Handbook

5th Edition, 2019-2020



Learning Beyond Academy Established 2009

**2019-2020
Parent and Student Handbook
5th Edition**

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Introduction

History

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 Weidners. In Sept. 2010 the Weidners 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 students in LBA, Creative Arts Academy, and English Language Studies programs.

Mission Statement

The CDS educational programs provide a holistic, character building learning community that promotes a love for learning, gives every child an opportunity to succeed, and prepares students to be responsible citizens with a global perspective.

Governance

LBA is governed by the Charity Dream Board of Directors.

LBA is advised by an Advisory Council. The membership consists of LBA active parents and committed community members who value the service LBA offers the community. The council meets a minimum of two times a year.

LBA is supported by the Charity Dream Directors 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 Lead Director, Academic Director, and Program leads. The Core Team meets weekly to discuss core issues to the operation of LBA.

Philosophy of Education

We respect each child as a created being and offer equal opportunities to learn without discrimination.

We believe that teachers should regularly practice differentiated instruction and deliver project-based lessons that appeal to multiple intelligences and that offer each student the opportunity to understand the material and to demonstrate mastery according to their own unique learning style.

Parent involvement is crucial to the success of the program, and teachers should provide opportunities for regularly involving the parents and give them ongoing access to the learning that is happening in the classroom.

Excellence in character is at the 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 success and should be integrated into all facets of the program's culture and events.



A diverse student body offers many benefits to the worldview of each student. LBA accepts students from many nationalities and languages, bringing depth to the educational program and allowing a real world experience in the classroom. The diversity of English language learners, cultures, and perspectives in each class promotes tolerance and acceptance of all people, no matter their nationality, language, or race.

We encourage creativity through all forms of art, verbal and non-verbal skills, and written and non-written forms of expression. We provide platforms for our students to discover their creative gifting and to create something from nothing, without bias or criticism of the product but allowing the student the satisfaction of creating. 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.

Early Learners Program

The Early Learners 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.

Levels 1-8 Program

Our program for levels 1-8 offers many opportunities for project based learning, group collaboration and independent development.

Blended Learning Program

Learning Beyond Academy partners with online programs that offer 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 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 partnership between the learning community and home that encourages open and effective communication, parent involvement, and community support that promotes student success.

Expectations

Classroom and LBA standards have been established and discussed 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 LBA responsibilities.
5. Make efforts to do his or her best.
6. Help keep LBA property free from damage and vandalism.
7. Have good attendance. You must be in class to get maximum instruction.
8. Be on time. Coming in late disturbs the class.

Parent 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 LBA administration and teaching staff.
2. Provide your child with counseling, guidance and direct teaching.
3. Keep the lines of communication between home and LBA open

Policies and Procedures

Attendance Policies

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

Illness

Please notify the homeroom 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 class 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

Vacations are not encouraged during the 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 an LBA holiday, your child is going to miss valuable introductory material

Excused Absences

- 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 LBA initiated absences
- An emergency that, in the judgment of the principal, constitutes a reasonable cause of absence from class (Oversleeping, car trouble, running parental /guardian errands, babysitting and other such circumstances do not constitute

Unexcused Absences

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-LBA 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 class during the day are not allowed to attend LBA After-Class programs, CAA classes, ELS classes, events or performances that occur after class. 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 hours. Students who have doctor's appointments during the day may attend after-class programs as long as it is cleared with the Academic Director 48 hours in advance and they have attended class at least part of the day.

Tardiness

- 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.
- If your child arrives late to class at the beginning of the day, your child will be issued a tardy slip and will be asked to wait in the back of the Assembly room until Assembly is finished. On non-assembly days, the student may go directly to class.

- The Student Success Liaison and Academic Director will deal with excessive tardiness on a case-by-case basis.

Academic Policies

Academic Integrity

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

Books

Textbooks- Students purchase their own textbooks and workbooks and they 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 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.

Homework Policy

General guidelines

- Homework differs from projects or other inquiry-based assignments that require multiple steps over a period of time and work outside of class in order to complete the project.
- Teachers will give clearly stated directions and expectations for projects and will inform parents and students of project expectations. It is the student's responsibility to write down assignments and details that are communicated in class.
- Students are responsible for knowing their assignments, for taking home the materials necessary for completing their work and for handing in completed work on time that is neat and legible.
- Homework and projects not turned in during the class time will be considered late.
- Parents should check that homework and projects are completed and can guide students through the process of doing the work, but they must not complete any work for students.

Amount of time spent on homework

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 a guideline for a developmentally appropriate amount of time spent on work outside of class hours.

Level 1.....	20 minutes
Level 2.....	30 minutes
Level 3.....	40 minutes

Level 4.....	50 minutes
Level 5.....	60 minutes
Levels 6-8.....	70 minutes

Honor Roll

Students who receive all A's or all A's and B+'s will be recognized at the end of each semester for their academic achievements.

Interventions

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 academic 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:

- The teacher identifies the student's needs using the Academic or Behavior Intervention Form.
- The Academic Director reviews the form and places the child in a leveled tier:
 - Tier 1 Intervention for students by differentiating instruction
 - Tier 2 Strategic intervention for students "at-risk" of failure; supplemental support with increased time and intensity
 - Tier 3 Customized support for "at- high-risk" students
- An action plan is created by a joint team of teachers and administration.
- The administration discusses the child's intervention plan with the parents, and parents are notified of concerns according to the child's tier level.
- Intervention plans are reviewed quarterly, modified if needed, and saved in the child's file.

Probation

Students who have grades of D/F (Levels 6-8) or Needs Improvement to meet the standard or are Failing to meet the standard (Levels 1-5) will be placed on academic probation and intervention plans will be developed to help them successfully meet the standards.

Report Cards

- Grades are based on class work, quizzes, tests, and projects. Information about homework completion and class behavior will also be noted on progress reports and report cards.
- Grades will be updated at a minimum of every two weeks.
- Parents can check their child's grades on Quickschools, LBA's online grade book and communication system, using the Parent Portal. All parents are sent a link and access information via email at the beginning of the year.
- Teachers can print or email an unofficial progress report whenever a parent requests a copy.
- Official progress reports are issued at the end of 1st and 3rd quarter.
- Official report cards are issued at the end of 2nd and 4th quarter.
- Transcripts are available upon request.

- Progress reports and report cards will be sent home by a hard copy. The parent should sign the report card and return it to the homeroom teacher. A paper copy or PDF of the report card will be issued upon request.
- The grading scales for students in LBA are as follows:

Standards-based Grading Scale	Percentage-based Grading scale				
4- Masters Standard	100	to	100	=	A+
3- Meets Standard	93	to	99	=	A
2- Approaches Standard	90	to	92	=	A-
1- Needs Improvement	87	to	89	=	B+
0- Failing to meet Standard	83	to	86	=	B
	80	to	82	=	B-
	77	to	79	=	C+

Standardized Tests

Grades 1-8 will take a standardized test during the year. Tests are graded by an outside source and a copy of the test scores and an explanation of how to interpret the test scores are shared with parents upon receipt of the test information from the testing company.

Health Policies

Good Habits

Is it expected that all students wash their hands with a disinfecting soap and running water each day before arriving to campus.

Students should be taught in the home (and will be taught at LBA) to wash their hands before and after each meal.

Regular good sleeping habits are essential to maintaining a healthy body and a healthy mind. Please make sure your child has enough resting time each evening.

Arrival Checks

Arrival health checks will take place each morning for all students. The health check will include temperature check, face and mouth check, hands and arms check.

We will implement the same check for Block 3 (After class) classes, clubs and activities. If students do not pass the arrival check, we will ask the parent to take them home for rest and further follow-up check and/or care.

When your child should stay home

Please always keep in mind the affect on your classmates and staff when considering if your child should stay home or not. Some common indicators that a child should stay home are:

- Little sleep, not well rested
- Not able to participate in recess or PE
- Fever, above 37.1 C (we recommend you purchase a home thermometer and check body temperature regularly)
- Sore throat
- Ear pain
- Stomach pain
- Vomiting or diarrhea
- Eye conjuction or discharge from the eye (pink-eye)

- A draining rash
- A communicable disease that requires treatment

Students who take leave for health reasons, should NOT return to class until at least 24 hours after symptoms and fever have disappeared. Please note, the student must be without fever for 24 hours WITHOUT taking fever reducing medications.

When classroom teachers or staff observe signs of illness in a child based on the above guidelines, the parents will be notified to come pick up their child promptly (within half and hour).

When your child may return to class

- 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

Please note:

- Masks may be worn in class 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.

Accidents

Although we strive to avoid accidents, we understand that accidents sometimes will occur at LBA. 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 LBA, you will be contacted and informed of the situation as soon as possible.

Allergies

Please make sure the LBA Admin 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 LBA Admin Office ASAP. If there is any possibility that a child was exposed while at LBA, 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 LBA 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 LBA, i.e. inhaler, EPI Pen, Benadryl, EVEN sunscreen, etc. is to be secured through the LBA Admin 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 class.

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)

Prescription Medicines

- Medicines should only be brought to LBA when essential (where it would be detrimental to the child's health if the medicine were not administered during the day);
- All medicines should be taken directly to the LBA Admin 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 class
- 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 class 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 drops, or cough lozenges, may be taken in class ONLY when administered by staff.

Managing medicines on Field Trips:

On 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 class hours, but where this is not possible, parents of children in need of medication must ensure that the teacher is accurately advised about the medication, its usage and administration. Parents must complete the "Medication Dispersement" agreement form found on our website, and kept in the office before a medicine can be administered by staff;

Note: Some 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 class e.g. asthma pumps, Epi-pens, are kept up to date; Parents are responsible for notifying the LBA staff 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 class 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

- LBA 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 LBA Admin 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.

Behavior Policies

LBA 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 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

- LBA conduct standards apply not only to students, but also to all individuals involved in LBA activities— students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on LBA property, on LBA buses or at LBA- authorized events or activities.
 - All members of the LBA 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 LBA 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 LBA 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 LBA community. All members of the LBA community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

Student Safety

The Mission Statement of LBA infers our desire to help our students develop character, knowledge, and wisdom. We want LBA to be a safe, orderly learning environment, which implies:

- a safe and secure campus (in every sense)
- classrooms and learning environments that are free from disruption

Character Development

LBA integrates character development into every aspect of the educational programs. We will address behavioral issues with the goal of helping the student improve their character.

Classroom Management

Children have widely varying stages of physical development, maturity, understanding and reasoning abilities. A "one size fits all" approach to classroom management is ineffective.

At LBA, each teacher has an administratively approved classroom management plan that is based upon the principles of Love and Logic® and Honorable Character.®

These plans differ from one another and are intended to do so as a reflection of our understanding of the differing needs and abilities of children across the grade level spectrum. The boundaries, the way correction is handled, the form that consequences take, and the manner in which those consequences are applied are all specific to the needs of children in those classes and grade levels.

As a part of Parent Orientation, teachers provide an overview of their specific class rules, procedures, and management plan, all based upon the Principles of Love and Logic® and Honorable Character.®

For most children, simply knowing about and understanding the classroom management plan results in compliance and self-discipline, but some students will need correction and consequences if they choose not to follow rules or make choices that put themselves or others in an un-safe situation.

Love and Logic

We are committed to each student knowing they are loved and respected by all staff members and in all situations.

To that end, Love and Logic principles help our staff keep empathy and relationships as non-negotiable priorities in all interactions with students and particularly in those moments when students are making choices that are not in their best interest, the best interest of the class or activity, or in the best interest of Learning Beyond Academy.

The Five Basic Love and Logic Principles that provide the foundation for the day to day instructional environment of Learning Beyond Academy are:

1. Preserve and enhance the child's self-concept.
2. Teach children how to own and solve the problems they create.
3. Share the control and decision-making.
4. Combine consequences with high levels of empathy and warmth.
5. Build the adult-child relationship.

The teachers will statements such as these to follow the Love and Logic Principles:

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that doesn't cause a problem for anyone.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do will depend on the special person, and the special situation.
- If you feel something is unfair, whisper to me "I am not sure that is fair," and we will talk.

Honorable Character

Honorable Character is a positive classroom management system that integrates character education into the classroom. Students are actively recognized for displaying positive character traits and are gently reminded when they need to develop those character traits. The students are given immediate feedback from their teachers through the classroom charts and reminders on the whiteboard, and the parents are informed weekly through Honorable Character reports.

Teacher responses to student behavioral choices

The Love and Logic discipline system allows for teachers to have creativity and variety in the ways they respond to students who chose not to follow the classroom rules, as long as those consequences fall within established boundaries. The teachers are able to give a consequence that directly corresponds to the choice the student made, i.e. giving a 0 on a test the student cheated on, asking a student who is being disruptive to leave the classroom until they can control themselves.

Possible responses may include:

- Removal of a privilege in the classroom
- Removal from the class activity or classroom to a safe, monitored location until the child is ready to return to the class
- A writing assignment related to the choices made
- A conference with the parents
- A notification sent to the Student Success Liaison and Academic Director about the child's choices.

- A conference with the Student Success Liaison or Academic Director
- Any other fair, loving, and respectful response to the student's behavior and choices

Student Success Liaison

To assist the teachers in keeping a safe and orderly learning environment, the Student Success Liaison is available to meet with any students who are disrupting the class or not able to participate in the classroom activities. Because a student's academic success is often closely tied to their behavior in class, the Student Success Liaison assists the Academic Director in supporting parents, teachers, and students with the academic and behavioral needs of all students at Learning Beyond Academy. The Student Success Liaison will implement and enforce LBA policies, meet with students who have exhibited poor conduct or receive academic consequences for classroom choices, communicate with parents and teachers, and resolve problems accordingly.

Administrator responses to student behavioral choices

The administrators are able to give a consequence that corresponds to the choice the student made. Possible consequences may include:

- Removal from class until the child indicates he is able to return
- Calling the parents to meet with or pick up the child
- Give an assignment or community service requirement that corresponds to the choice the student made
- Coordinating regular mentoring or counseling meetings
- Staying at LBA in the Admin Office during a field trip or off-campus activity
- Suspension or expulsion is a last resort after attempting to help the student change their character or if the behavior choice is so egregious a stronger response is necessary.
- Any other fair, loving, and respectful response to the student's behavior and choices

Aggression Policy

This policy primarily applies to Early Learner students, but serves as a guideline for younger Primary aged students (Level 1 and 2). Older students who perform such aggressive acts will be dealt with according to the Bullying policies.

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 write an incident report and submit it to the Student Success Liaison and Academic Director. Since LBA 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 LBA 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 class for one week. A conference with the Academic Director is required before the child can return to class.
- A child who returns after a week of absence and performs aggressive behavior two additional times will be dismissed from class for the rest of the year, and the child must have approval of the director and a health care professional to attend the Early Learners Program the following year.
- LBA strives to provide a safe, loving, and healthy environment for all children, and parents are expected to partner with LBA in this effort.
- When parents and Early Learner 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 learning environment.

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 LBA. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported. We are a TELLING learning program. 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

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 class doesn't want to go on the bus and begs to be driven to LBA
- changes their usual routine
- is unwilling to go to class
- 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 on homework
- 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.

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

Guidance for Students

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible.

- Do not answer abusive messages but log and report them

- Do not delete anything until it has been shown to your teacher, parents/guardian or the Academic Director (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 LBA teachers and administration 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 policies 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 Academic Director as soon as possible. A meeting can then be arranged with the Academic Director, 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 class which spills over into classes.

Outcomes

The bully (bullies) will talk individually with teacher. Other consequences may take place. In serious cases, suspension or even expulsion 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 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

Suspension and Expulsion

A student being suspended or expelled from LBA are final measures taken after all other warnings, consequences and strategies have been exasperated.

- Suspensions or expulsions shall be recommended by a student's teacher or the Student Success Liaison.
- 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 suspension or 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 suspension or 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 suspend or expel the child.
- The Directors' decision will be provided to the parents in writing and a copy kept with the Directors' 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 Academic Director.
- 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.

Additional Policies

Block 3—After-Class Programs and Clubs (APC)

- LBA offers a variety of after school programs and clubs by semester.
- The after-school programs include ELS and CAA classes, and special-interest classes run by outside vendors.
- 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 LBA website for current listings and enrollment.

Birthday Parties

Birthdays can be celebrated but please contact class or homeroom teacher a few days in advance to arrange a time. For those who have celebrated their birthdays during the summer, we could celebrate their half-birthday.

Please refrain from sending Birthday Party Invitations to class 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 feelings and fiction in the classroom, and this is not the atmosphere we would to promote.

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 center reception area or at the classroom door for younger students.

Closure Policies

For the safety of the students, the government may direct LBA to close classes 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
- Other situations which may occur or be requested by the authorities.

If the Shanghai Government has issued any of the warnings above, classes will be canceled for that day, by 7:00 am and any continuing days as deemed necessary by the local authorities. Classes missed, lunch fees and/or bus service missed because the classes is cancelled following local authorities instructions will not be made up at a later date.

Class Cancellation Protocol

1st step: WeChat: a Wechat message will be LBA's first source of personal contact with families when making urgent announcements regarding changes in regular class operations by 7:00 am.

2nd step: A mass email announcement from LBA will be sent to parents.

AQI Levels

- Cancellation of Class: Until LBA establishes accurate internal air quality readings the classes will be officially canceled in the event the "AQI" level in Shanghai exceeds 400 by 7:00 a.m. on a given day. Class 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 LBA will proceed with early dismissal protocol.
- After Class Programs/Activities: In the event "AQI" levels exceed 400 before 3:00 p.m. all the after class programs and activities will be canceled that day.
- Outdoor Activities/Field Trips: In the event "AQI" levels exceed 250 all outdoor activities and field trips will be canceled for the day.

Infectious Disease Control

- Students may come in contact with an infectious disease while attending class. If this disease is considered to be a danger to the overall general health of the students: a class, a section, or all of LBA 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 day to wash their hands. Please encourage your child to follow these instructions.

Communication Policies

News is available on the LBA website, QuickSchools, emailed newsletters, and WeChat announcements. Please check WeChat and email daily. Each family with students in Levels 1-12 will be given a password to access the QuickSchools web site.

Periodically notes will be sent home notifying you about missing / incomplete homework. 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.

QuickSchools

In addition to providing up-to-date grade information, QuickSchools facilitates school-parent and student communication.

School admin will post the following information on the QuickSchools front page:

- Announcements
- Newsletters
- School-wide Projects
- Volunteer opportunities
- Active Parent / Room Parent opportunities

Teachers will post the following information on their QuickSchools class pages:

- Weekly homework
- Project guidelines and due dates
- Newsletters
- Other pertinent information, such as class party information

WeChat Groups

The purpose of the class WeChat group is for the room parents to organize other parents to support LBA events and activities, not to communicate academic information. Each homeroom will have an Active Parent who will act as room parent and manage the class WeChat group. The homeroom teacher is not required be present on the group chat, but will communicate directly with the Active Parent via email and the parent will pass the information along to the other parents. An LBA admin will set up the class WeChat groups, so LBA can make announcements to all group members.

Program closures will follow government mandates and will be announced on the website and group WeChats.

WeChat 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 LBA, a teacher or a classmate, they are asked to contact the teacher or Academic Director directly. Parents who do not follow these guidelines will be blocked from using the class WeChat group until they meet with the Academic Director.

Conference Scheduling

Parents who want to meet with the Academic Director should call the LBA front desk, or email the LBA Assistant to set up an appointment.



Parents who wish to meet with a teacher should either call the LBA front desk, email the LBA Assistant, or email the teacher to set up an appointment.

Teachers are happy to meet with you after classes are finished and by appointment. Please contact them to make an appointment. If you make an appointment they will be better prepared to address your questions, comments and concerns, and they can make sure to reserve the time for you. Contact details and appointment times will be posted on each class's QuickSchools page.

Email Communication

Email is a primary form of communication between LBA teachers and administrators and parents.

LBA sends the following information via email:

- Newsletters
- Class closure notifications
- Announcements

Homeroom teachers may send the following information via email:

- Monthly newsletter
- Homework and project guidelines
- Communications about student learning (homework, support needs)

Confidentiality

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 we recognize and uphold.

- 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 highly confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files in the office, and can only be accessed with Administration's approval.

Parents

Active Parents

The LBA Active Parents Committee consists of:

- Chairman - Lead Director
- Vice Chairman - Academic Director
- 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 LBA 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 year to consult with Administration on LBA matters.

- Each committee member is required to commit to serve for a 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 year.

Parental Requests

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 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 in class. 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 classes as we will still be accepting students and this may alter the make up of some classes.

Peacemakers

LBA has a conflict resolution plan to be used with students, parents and teachers. This policy helps 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.

Security

LBA believes that the safety and security of our students is of utmost importance. To ensure that the facilities remain safe, the following policy regarding 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 the front desk attendant.
- LBA staff reserve the right to question any visitor.
- LBA staff reserve the right to accompany the visitor during the duration of their visit.

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 LBA premises must be turned in to LBA Admin 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

Snacks

- 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. There are a few guidelines for snack time we would like to mention:
 - Please send a healthy snack with your child, such as fruit, crackers, a granola bar, deli meat and cheese 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.
 - Students may not drink soda during the school day, as the additional sugar affects their study habits.
- The classroom teacher may implement additional rules about snack time.

Student Supplies

- 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 class. 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.
- Level 6-12 students will need to bring their own computer and/or iPad to class every day.
- Level 6-12 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.

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 technology policy applies to all authorized users who access the network or equipment using LBA-owned or personally owned equipment, including wireless devices.
- Student-owned or LBA-owned computers and iPads are to be used for academic purposes only. Students in levels 6-8 need to turn in their devices to their homeroom teacher at the beginning of each day. Teachers will let the students know when they have permission to use the computers in the classroom for class work or research.
- Cell phones should be kept turned off and given to the homeroom teacher, or kept in the student's pocket, bag, or locker. If you need to reach your child during class hours, please contact the LBA front desk or the homeroom teacher.
- Anytime the student is on the LBA campus, even for CAA and ELS classes, devices may only be used for academics, with the teacher's permission and supervision.

Purpose

- The technology resources at Learning Beyond Academy are provided to support the educational and administrative activities of LBA and should be used for those purposes. Use is a privilege, not a right.
- Use should always be legal, ethical and consistent with the Mission Statement, its Standards of Conduct Policy, and its general standards for community behavior.
- Incidental personal use of the technology resources must be academic in nature, must be authorized by staff, and must not violate other policies or Standards of Conduct.
- Except as authorized, use of the 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 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 network using LBA-owned or personally-owned equipment, you have consented to LBA'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.

Privacy Expectations

- The network resources, including all telephone and data lines, are the property of LBA. LBA 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 network, and it may be required by law to allow third parties to do so.
- Users must recognize that there is no guarantee of privacy associated with their use of 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.
- Disclosing and/or gossiping about confidential or proprietary information related to Learning Beyond Academy, making public remarks that defame or disparage LBA, 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 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 an LBA computer system, telephone system or network, or to deprive authorized users of access to or use of such resources, are prohibited.

E-mail

- 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 LBA, “chain letters” (which proffer incentives to relay them to others), inappropriate messages (including discriminatory or harassing material), and billable services.
- 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 LBA administration, copied or used on LBA equipment except as permitted by law. All software license provisions must be strictly adhered to.

Inappropriate Materials

- LBA prohibits faculty, staff and students from keeping pornography in any form on campus, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
- Accessing the LBA 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 LBA is prohibited.

- LBA 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.

Uniforms / Dress Code

At this time, LBA does not require students to wear an assigned uniform, however we have a dress code, so students will be comfortable playing at recess and PE and studying in class.

Dress code:

- Long-sleeved or short-sleeved t-shirt or button-up shirt.
- Loose-fitting pants or jeans OR skirt that reaches the top of the knee OR loose-fitting shorts that reach the top of the knee.
- Sensible, flat, close-toed shoes. Sports shoes are required for PE.

Optional:

- A sweater or sweatshirt may be worn on cold-weather days.
- Leggings, tights, and knee-socks may be worn under knee-length skirts or shorts.
- Winter boots may be worn to school, and then the student may change into appropriate LBA shoes.

Not-approved items of clothing:

- Tight jeans, leggings, stretch pants or yoga pants.
- Tutus or “dress-up” clothes.
- Sandals, flip-flops, or heeled shoes.
- Torn or frayed clothes.
- Printed sayings or graphics on shirts that may be offensive.

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 learning community. 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.

Admissions Policies

Re-enrollment

Seat Security Fee Policy

To insure that your child has a seat for the next program 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 spring current LBA students will be required to pay the “Seat Security” fee before April 1st to secure their seat for the following 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 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.

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
- The withdrawal letter will be filed into the student’s file, and the withdrawal process will begin:
 - Administration will notify the classroom teacher, finance department, and other pertinent staff of withdrawal.
 - The teacher will then contact the student’s family about what is needed for exit from classroom.
 - The administration will notify the family of any additional information needed for exit from LBA.
 - The LBA Finance Department will send a final invoice to the family.
 - Final grades and documents will be given to family once all fees and documents have been satisfied.
 - Level 9-12 students may have additional steps to take to withdraw from online courses.

EARLY LEARNERS

(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 Early Learners a smooth one.

Hours

MONDAY-FRIDAY 8:00AM-3:15PM

Arriving at class 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 LBA before 8:30AM. Drop off time starts at 7:55AM. If you are later than 8:35AM, you will be issued a tardy slip. 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 class after 9:30AM unless with proof of doctor's appointment.

Drop Off Time

7:55AM to 8:35AM

Pick Up Time

3:00PM to 3:15PM

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

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.

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 teacher of how late you will be and why you are late. A monetary charge may be added to your tuition for habitual offenders.

Arrival / Dismissal

LATE ARRIVALS: To ensure the safety of the center, and the consistency and quality of LBA's Early Learner's program, all Early Learners students who arrive for daily classes after 8:35 a.m. will be given a tardy slip and be escorted to their classroom.

PICK-UP: All parents are asked to wait outside the center's main door. We ask that you do not enter the hallway when picking up your child. This is to ensure the safety of all the students. Adult picking up the student MUST have the student PICK UP card with them. Please inform the teacher 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 an LBA program will not be permitted back into class 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 as they also have after class activities. Teachers are available to meet with parents after 3:15 most days of the week. Avoid talking to your child's teacher during dismissal as they are making sure each student is picked up by authorized adults while keeping eye on the rest of the students.

Uniforms & Backpacks

At this time, LBA does not require students to wear an assigned uniform. They should wear casual, comfortable clothing suitable for the weather so that they can work and play in complete comfort. 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 the center that he/she would like to share with you. Please be sure to check backpacks each day because important notices may be sent home with your child. All backpacks should be in 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 walk the hallways and transition to different classes in comfort.

Curriculum

LBA Early Learners has a blended learning atmosphere. We use a combination of academic and theme-based learning activities to establish and promote our character development programs. At some part of the day, children will be able to pick activities they are most interested in and join in other students with same interests.

Children participate in a variety of activities including but not limited to the following:

Learning Centers - These are areas set up by teachers 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 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. They are 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 – Majority of our projects are focused around the holidays and theme units. Art 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 discover 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!

Literacy and Maths– Children will learn to recognize, identify, and eventually write the numbers and letters. We will concentrate on one letter/sound and number each week. Math skills will focus on number recognition, counting, sequencing, patterns, and charts. Literacy skills will include letter recognition and their phonemic sounds. During this time, many of our songs, crafts, and games will focus on the letter/sound and number of the week.

Specials – Specials will include Chinese, Science, Character, Science, and star of the week activities. Chinese classes will reinforce monthly and weekly themes. Character will focus on instilling values and developing character. 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.

Manipulatives – 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.

Field Trips and Special Activities- LBA provides field trips and special activities as fun ways to learn through hands-on experience. A parent or guardian may join in fields trips and some special LBA activities.

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 especially 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. We also prescribe box storages and sleeping mats for student use.

We require all EL4 and younger LBA Early Learners students to take a nap as it is necessary for their brain development.

Disciplinary Procedures and Policies

LBA is committed to working with families to make sure that the child is given a safe and nurturing environment. We believe that families, hand in hand with LBA, play an important part in molding a child's character. We ask that families be actively involved in teaching their child of proper behavior.

LBA will use Love and Logic approach to discipline and will make sure the policies are followed in order to protect the safety of all children and staff persons. Staff shall ensure that each child is provided with a positive model of acceptable behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behavior.

This is how we run our Love and Logic Classroom

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that doesn't cause a problem for anyone.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do will depend on the special person, and the special situation.
- If you feel something is unfair, whisper to me "I am not sure that is fair," and we will talk.

Classroom rules are tailored to the developmental level of the children, short and simple, stated in a positive way, and used consistently.

Discipline Procedures and Policies

A very important part of early childhood experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teacher will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

Encouraging children to use their words when having a disagreement with another child.
Facilitating children in attempts to settle their own disputes.
Redirecting behavior when this seems potentially effective.
Separating a child from the group - one minute away for each year of age.
Counseling children individually about their behaviors.
Making parents aware of disciplinary concerns through incident report.

Disruptive Behavior distracts from the full benefit of the Early Learners program and will result in consequences. The following behaviors are considered disruptive:

Requires constant attention from the staff

- * Inflicts physical or emotional harm on other children, adults, or self
- * Disrespects people and materials provided by LBA
- * Consistently disobeys the rules of the classroom

* Verbally threatens other students and/or staff

* Uses verbal or physical activity that diverts attention away from the group of children

Discipline Procedures for disruptive behavior

Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher.

If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Early Learners lead.

* If the child's behavior continues to be inappropriate, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from Early Learners program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At LBA, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is unacceptable and will not be tolerated in the center.

Student Planner and Behavior Log

Each student will be given their pocket -sized notebook as their planner and behavior log. This notebook should be taken cared of and parents should check this everyday for some notes the teacher may have for the day. This notebook will also contain the week's lesson targets.

Biting

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 group setting:

When biting occurs in EL2 class:

The child who bites is told, "No, biting hurts!" in a firm but gentle voice.

Teacher 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 EL2 "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 class

First aid is administered to the bite and the incident will be recorded on the Early Learner "Bite Log".



The Early Learners lead and the Academic Director 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 center for their child.

Potty Training

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

Blended Learning Program

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

Technology

Computers

Students must provide their own laptops and battery chargers and must make sure all software and word processing programs are up-to-date and compatible with the online learning management systems.

Parents and students need to be willing to make the necessary updates and pay for computer support, when necessary and in a timely manner, because not updating the computer, browser, and programs can cause significant hindrances to the online work.

LBA can provide limited troubleshooting and support; students should make requests for technical support through the learning coach or administrator. Students may need to use an outside company to solve larger technological problems.

Internet access and usage

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

Students should have a working VPN to access the links given in online lessons. The majority of the blended learning lessons can be accessed without VPN but the speed of access is usually faster with VPN and some the links for homework assignments require VPN.

LBA will provide wireless and wired networks, but can make no guarantees about the stability of those networks due to outside influences. LBA will not guarantee VPN services for students, but will make those available when possible.

It is suggested that parents install a website monitoring program, such as NetNanny, to observe their students' internet usage. LBA learning coaches and administrators 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.

Students may not play video games or watch videos or TV shows for entertainment during class hours, including breaks.

The teachers of the blended learning classes 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.

Students should only use email and messaging services for LBA and class purposes during the day. 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 classroom, but otherwise, access to social media is limited.



Students may not stream music from online sites, as this requires a large amount of bandwidth. Students may not download books, videos, programs, etc as this requires a large amount of bandwidth.

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

Cell phones

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 the Learning Coach or administrator for safekeeping during the day. Students may check their cell phones for messages during break and recess. 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 the learning coach 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.

Parents may contact the Learning Coach, in the event they need to reach their child during the day. Teachers should not expect students to respond to messages during the day, but may contact the Learning Coach by WeChat or email to give messages to students.

Head phones

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. Students should inform the learning coach or administrator when they need the headphones for course work. Students should never assume that they have the right to use their headphones. In the event that a learning coach 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

Students may take brief stretch and bathroom breaks in between assignments, but should limit these breaks to 5 minutes per hour. Students should respect other classmates who are working and not distract their classmates when they take these short breaks.

Acceptable Break Time Activities

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

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

Lunch and Recess

The Blended Learning students may eat their lunches in the MS/HS facility or they may check-out to go off-campus during this time. Students may not stay in any unsupervised classroom during lunch.

Off Campus Breaks

During lunch and recess or any specially approved times, students may go to nearby stores and restaurants, if their parents have filed a written permission form with the administration. Students must receive permission from administration or the Learning Coach every time they leave the building and return. Students should observe the buddy system and only go off-campus in pairs or groups.

Students may not meet non-students off-campus during class hours. If a student wishes to meet a parent or teacher off-campus, they should meet the adult in the blended learning area and check out with them.

Students are expected to limit their lunch and recess time to the regularly scheduled lunch time and return to the classroom on time.

Food and Drinks in the Classroom

Students may bring in snacks to eat during breaks, and they should be eaten at a table on a non-carpeted surface. 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. All drinks should be in securely covered containers. Students may bring in a covered mug or water bottle to use for drinks. 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. Students who wish to have a party during the day must first obtain permission from the administration.

General Policies

Absences and Tardies

Parents should send a message, in advance, to the Learning Coach when a student is going to be absent. The LBA policies for excused and unexcused tardies and absences are in effect for Blended Learning students.

Students may be excused from class 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 administration in writing.

If a student needs to arrange an individualized attendance schedule, because of recurring lessons or classes at another school, the parents should meet with the administration before the beginning of the year to make those plans. If a student will be absent for an extended period of time for a trip or illness, the parent should notify the administration in writing.

Uniforms

Students should follow the LBA dress code at all times. Students who attend part-time must also follow the LBA dress code. Uniforms for other schools are not acceptable attire.

Students who do not meet the dress code will be asked to change their clothes or go home to change into acceptable attire.

Modesty Guidelines

- Skirts and shorts should extend to the top of the knee.

- Pants and jeans should be loose-fitting. Stretch pants, yoga pants, and leggings are not appropriate LBA attire.
- No underwear should be visible at any time.
- The administration reserves the right to ask a student to change, if the outfit is not appropriate or modest.

Personal Belongings

Students 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 will be placed in lost and found and the student will need to see the Learning Coach to retrieve the items.

Student Relationships

Because we want to encourage healthy relationships among students and want to minimize distractions from class work, LBA discourages dating relationships and will not permit students to date. This means male and female students may not take breaks together, go off-campus together, travel to other parts of the building, work alone in a classroom together, etc. For the safety and well-being of the students, groups should always be of two or three same-gendered students.

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

The administration and Learning Coach reserve the right to ask students to refrain from activities that they deem inappropriate.

Communication with Parents

Progress Reports

Progress reports from the online school(s) will be sent home every two weeks. Parents may check their student's grades at any time using the observer account provided.

LBA Report Cards

LBA report cards will be sent home at the end of every grading period. Parents should sign and return the form to the Learning Coach. Parents may check their student's LBA grades at any time using the QuickSchools account.

LBA Activities

LBA Programs

LBA Blended Learning students should plan on participating in activities, such as the Celebration of Life, the Christmas Program, Chinese New Year, Field Day, etc. in some way, either as technical support or on-stage participant. Students and teachers will work with the Learning Coach to arrange practice times during class hours, if those are needed. LBA teachers should consult with the Learning Coach about the availability of students for help with projects before requesting the student's help during a class time.



Students should check with the Learning Coach 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.

Before and After Class Activities

The blended learning classrooms open after assembly and close Monday, Tuesday, Thursday, and Friday at 4:00. The classrooms close at 3:15 on Wednesday. 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.

Second School Activities

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 LBA online partners while at LBA.
- only access email and social media according to the LBA guidelines.
- follow the LBA dress code.

Enrollment and Withdrawal

Enrollment Process

- A parent needs to attend an LBA Blended Learning Orientation. They may also attend a general LBA orientation if they wish.
- A parent will fill out the LBA enrollment application available online.
- The Admissions Office will contact the parent to schedule an assessment.
- The parent will download and fill out the principal and English teacher recommendation forms and turn in these forms before 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.
- The student will take the assessment tests to determine English language level and course placement for Math and English. Assessments include Reading Comprehension, English pronunciation, English Grammar, Writing, Math Level 1 or Level 2. Additional tests for English as a Second Language classes may be given, if necessary.
- The Academic Director or admissions director will give the assessments.
- After the English and course levels have been determined, the parents will be notified of the results.
- The Admissions Office will email the results of the assessment within one week.
- If continuing in the interview process, the parents and student will be asked to schedule an interview with the Academic Director to discuss the goals for the student.
- The Admissions office will handle the paperwork and fees necessary for formal acceptance.
- 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.
- The acceptance letter will specify the grade level and part-time / full-time status.
- The Accounting office will be copied on the acceptance letter; then they bill the parents.



- The Academic Director will communicate with the admissions office to send transcripts (original and translated, if necessary) from previous schools to the blended learning partners.
- The Academic Director will either meet with or email the parents and student to confirm the courses to enroll in.
- Course enrollment requires 7-10 business days to process.
- The Academic Director will send an email to Admissions, Accounting, and parents to finish the enrollment and payment process for Keystone.
- Accounting will send one invoice to the parents with the LBA and blended learning costs billed.
- When payment is received Admissions sends out the enrollment letter.
- The Registrar will submit the enrollment forms and transcripts to the online schools.
- The Registrar will coordinate with the Academic Director I to enroll students in LBA courses.

Withdrawal Process

The parents should submit written notice to the Academic Director and Admissions Office at least one week before the desired withdrawal date.

The parents should fill out an exit questionnaire and pay any outstanding bills before the student can be officially withdrawn.

Blended learning 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 blended learning course.

Blended Learning Handbooks

Handbooks for our partner programs can be made available upon request.

LBA policies follow the partner program policies. LBA will not make exceptions, give refunds, or process transcripts in any way that differs from the online program policies.

ADMISSIONS, TUITION AND FEES POLICIES

(FOR ALL PROGRAMS)

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.

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人民币重新注册且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。

Withdrawal & Refund Policy

4.1. To begin the withdrawal process, a written withdrawal notice must be submitted to LBA 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%

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 class 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。

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.

Written Notification Policy

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

7.1.1 For LBA 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.

Additional information

8.1. Refunds will be processed 10 working days after the student's last day of attendance and only after all class materials have been returned and the Withdrawal Checklist has been signed and returned to Admissions Director.

8.2. No refunds will be issued for any fee including but not limited to tuition, Enrollment Seat Security deposit, lunch, bus, after class 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.

8.3. 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.

8.4. 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，需要来自学生家长的书面通知

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。

Additional Fees & Policies

9.3. After Class Activities

9.3.1. Block 3 fees are due in order to secure a seat in that class.

9.3.2 Block 3 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 Class Activities, and Assisted Learning Program will be billed separately.

9. 额外费用和政策

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長。

9.4.2. 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。

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.

11. 歀创艺术学院&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

Blended Learning Tuition and Withdrawal Policies

Per the blended learning course contracts.

2019-20 Parental Consent and Agreement Form

LBA Handbook and Policies

- I have read, reviewed and understand the policies in this handbook and agree to follow them at all times my child is enrolled at LBA.
- I have reviewed the relevant portions of the handbook with my child, and they understand and agree to follow the policies in this handbook at all times while enrolled at LBA
- I understand that the policies may update, and that the most current version posted on the website will be followed.

Drop Off and Pick Up

- I agree to have my child to LBA each open day between 7:45am - 7:55am, and to pickup my child promptly at dismissal.
- I MUST accompany my child when riding the elevators to or from LBA.

Photos

- I agree for my child to have photos taken at LBA, and for those photos to be used in newsletters, promotional materials, yearbook and other relater activities. This agreement applies even after my child completes or withdraws from LBA.

Field Trips and Outings

- I authorize LBA to transport my child on various outings including after-class outings. Adult supervision must be provided by LBA Staff and/or parent volunteers.

Departure Policies

- In the event my child needs to be picked up by anyone not pre-approved on my child's registration form, that adult will be required to present my child's security tag to the LBA staff.
- I will call the LBA office to inform the staff of any change to standard pickup procedure for my child.

Student Self Dismissal

- I understand that my child may only walk home by themselves if they are Level 5 or above, and my written permission has been accepted by LBA.

Emergency Medical Care

- In the event that my child needs, or seems to need, urgent medical care, I agree for LBA to aid my child in receiving medical care at the nearest or most suitable hospital. This includes ambulance service, if deemed necessary.
- I will not hold LBA liable for any accident or associated medical fees that occur at LBA or at an LBA organized activity.
- I will inform LBA of any allergies or chronic illnesses that my child has or develops.

Student Name: _____ Student LBA ID: _____ Grade: _____

Name(s) of Authorized Pick-up Persons: _____, _____, _____

My Level 5 or older child MAY / MAY NOT self dismiss from LBA (Circle your choice)

Parent Signature: _____

2019-20 父母告知同意书

LBA手册和规定

- 我已经阅读并理解了手册中的各项规定，同意我的孩子在LBA注册学习期间完全遵守。
- 我已经和我的孩子一同阅读了手册中的重要规定，孩子已经理解并同意在LBA注册学习期间完全遵守。
- 我理解规定可以会有更新，最新版本会在学校网站上公布。我将会遵守相应更新规定。

接送孩子

- 我同意LBA每天早上7:45-7:55之间开放，并将在解散后立即接孩子。
- 我必须陪伴我的孩子乘坐电梯到达或是离开LBA。

照片

- 我同意LBA为我的孩子拍照，照片可以被用于LBA新闻，宣传，年册和其他活动。本同意也适用于我的孩子在LBA学习结束后或是退学。

外出活动

- 我同意授权LBA负责我的孩子参加外出活动的交通，包括课后外出。成人监护必须由LBA员工和/或家长志愿者承担。

离开规定

- 如发生我的孩子要由非在注册时登记的人员接送，LBA人员将要求该人员出示孩子的安全挂牌。
- 如有任何和原定接送流程改变的情况发生，我会电话LBA办公室告知。

自己放学离校的学生

- 我理解我的孩子只有在Level5及以上学习时才能自己放学离校，且事先我的书面同意书被LBA接受。

紧急医疗处理

- 当发生我的孩子需要，或看起来需要紧急医疗处理的时候，我同意LBA将孩子送往最近或是最适合的医院。如有需要，也包括急救车服务。
- 我不会要求LBA对任何发生在LBA或在由LBA组织的活动过程中发生的意外负责，包括相关医药费。
- 我会告知LBA我的孩子的过敏反应或慢性病史

学生姓名: _____ 学生LBA学号: _____ 年级: _____

授权接送孩子的人员名字: _____, _____, _____

我的孩子已经Level5或以上可以/不可以自己放学离开LBA (勾选)

父母签字: _____

2019-2020 CALENDAR - PARENTS' COPY

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

Terms To Note:

CAA - Creative Arts Academy
 ELS – English Language Studies
 APM – Active Parents Meeting
 TIS – Teacher In-Service

2019/2020

August 2019						
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 Summer Camp

Final Production

September 2019						
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 First day of classes

13 NO CLASSES - Mid-Autumn Festival

16 Start of Block 3 classes

October 2019						
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		

1-7 NO CLASSES - National Day Holiday

November 2019						
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

8 End of 1st Quarter (TIS in the afternoon)

15 Q1 progress reports sent home

29 NO CLASSES - Thanksgiving Day observed

December 2019						
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				

20 Last day of classes before Christmas break (full day)

23-1/1 Christmas Break

January 2020						
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 Classes resume

17 End of 2nd Quarter
Report card sent home

17 End of Block 3 classes

20-2/7 CNY Holiday

February 2020						
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

10 Classes resume

17 Block 3 classes resume

March 2020						
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				

April 2020						
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		

6 NO CLASSES-Qing Ming

7-10 NO CLASSES-Spring Break

17 End of 3rd Quarter

24 3rd Quarter report cards sent home

May 2020						
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
24/31	25	26	27	28	29	30

1 NO CLASSES - May Holiday

June 2020						
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				

18 Field Day

19 Graduation Ceremonies

19 End of 4th Quarter
Report Cards sent home
Last day of Block 3

19 Last day of Block 3

25-26 Dragon Boat Festival

July 2020						
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	

6-7/31 Summer Camp



CHARITY DREAM
S H A N G H A I

