

Laurelbrook Academy

Student Handbook

2024-25 | 2025-26



LAURELBROOK
EST. **A C A D E M Y** 1950
LEARNING  BY DOING

Contents

This handbook has been prepared for the **2025-2026** school years. Each school year, an updated to the Handbook will be issued. Any changes in the basic handbook will be noted on the Laurelbrook web site: www.laurelbrook.org

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Throughout this handbook, many quotations appear were written by Ellen G. White, the pioneer of Christian Education for the Seventh-day Adventist Church. These quotes will be formatted like this paragraph so they may be easily identified. Students, parents, and Academy staff would do well to memorize and review these often, because they support the standards of this school and help to maintain a sharp focus on our objectives.

Updated on January, 2026

About Us

Mission

To fully engage staff and students in a well-balanced experience that enables them to share or model Christ through academic excellence, vocational training, and missionary service.

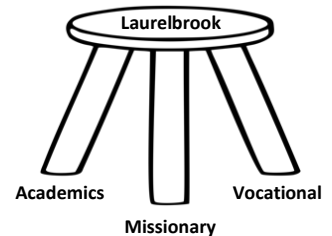
Vision

To be a premier institution that prepares young people for purposeful service where God leads.

Values

As a Christian institution, we are committed to develop character, competence, and creativity that will influence a community of people to reach God's calling through the power of Christ. We are guided by these following core values:

1. **Character:** Moral qualities that are directly connected to one's identity (Prov. 4:23). It is who God says we really are. It is the *internal* transforming work of the Holy Spirit, creating credibility, respect, trust, and the right to influence others. Our aim is to be like Jesus: servant, steward, and shepherd.
2. **Calling:** Not just about *how* we lead but *why* we lead. This is where our *vision* comes from: God's calling, as opposed to our own ambition or invention (Isaiah 6:1-13). God is faithful to supply and sustain the work He has begun (Philippians 1:6). Our calling is what directs and inspires us, so we can influence, stay focused, be accountable, be consistent, bear difficulties, and obtain the results God wants.
3. **Competence:** The *external* ability to do something successfully based on either a common or a unique skill after defining who we are from God's perspective. It is very much related to our character (internal). Competence helps us to be successful after we have been called by God (Psalm 78:72).
4. **Community:** Relational impact with others in two dimensions:
 - *Transformed Lives:* restoration and redemption.
 - *Growing Together:* developing authentic relationships and loving those whom we lead (1 Thessalonians 2:8).
All of these with the important principles of deep connection, vulnerability, understanding, and personal investment.
5. **Creativity:** Creativity is a sacred gift from God, reflecting His own creative nature. We are God's masterpiece, a work of art, a true accomplishment, His greatest creative work (Ephesians 2:10), and it suggests that we are to make or do as God has done. God favors a creative spirit in each of us for His honor and glory.
6. **Christ-centeredness:** While many leaders may have good and even noble results, the ones centered in Christ will have eternal results. Christ is our fuel, guide, and force (1 Corinthians 11: 1-2). Our leadership must be a faith-based journey in which all good works, success, and credit go to God.



Philosophy

"True education means more than the pursuit of a certain course of study. It means more than a preparation for earthly life. It has to do with the whole being and the whole existence possible to man. True education is the harmonious development of the physical, mental, and spiritual power. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come." –Ellen G. White (Education, p. 13)

Our standards are high—not to discourage, but to challenge all students and help them reach honorable goals: academically, physically, socially, and spiritually. Students will be expected to sincerely try to honor Christ in all they do. In addition, they are to

respect and uphold the principles and policies of the school. Potential students will want to read over this handbook carefully and give special attention to the statement of expectations and the student statement of commitment before making the decision to attend Laurelbrook Academy.

Operated by

The Laurelbrook Sanitarium and School, Inc.
The Laurelbrook Constituency & Board of Directors

Accredited by

ISEI Education Association (recognized by the Tennessee
Department of Education)
NCPSA (National Council for Private School Accreditation)

Contact Information

Phone: 423-775-3339

Fax: 423-775-3330

E-mail: info@laurelbrook.org

Web: www.laurelbrook.org

Mail: Laurelbrook Academy
114 Campus Dr, Dayton, TN 37321

Expected School-wide Learning Outcomes

Our goal in education is to help our students to reach ever higher in their mental, spiritual, and physical endeavors. To this end, LBA has laid out a series of Expected School-wide Learning Outcomes based around our stated values (see page 5) aimed at helping the student, families, and school to measure student success. These are based on our stated Values:

CHARACTER

- The student displays growth mindset in their physical, mental, and spiritual endeavors
- The student displays willingness to allow the Holy Spirit to cultivate the Fruits of the Spirit in their life.
- The student faces challenges and difficulties with perseverance

COMPETENCE

- The student is a self-directed learner.
- The student displays work ethic in their practical experience.
- The student actively participates in spreading the gospel.
 - Bible class
 - Church participation
 - Canvassing
 - TCI/community service
 - Event planning

CREATIVITY

- The student is able to synthesize and communicate ideas in original ways.
- The student is able to find unique solutions while respecting standards for safety and efficiency.
- The student knows how to communicate evangelistic ideas in new and innovative ways.

COMMUNITY

- The student takes initiative in helping others in their learning process.
- The student displays teamwork and collaboration to complete projects.
- The student displays teamwork and compassion towards others to enhance the lives of members of LBA and the larger community off campus.

CALLING

- The student strives to further his or her knowledge in preparation for future endeavors.
- The student actively embraces all vocational experiences in search of your calling.
- The student seeks to identify a personal skill or talent that can be used in ministering to others.

CHRIST-CENTERED

- All students will develop a missionary spirit:
 - Concerned for the needs of others above their own
 - Make wise choices in media, use of free time, and lifestyle habits
 - Personal devotional time
 - Lead others in wise decision making
 - Lead others with humility, justice and mercy

“...service for Christ’s sake has power to mold the character and to direct the life into lines of unselfish ministry.” MH p.40

Statements of Commitment

Student

General

1. I have committed my life to Christ or am willing to consider doing so.
2. I am willing to live a Christian lifestyle while enrolled at LBA.
3. I welcome the idea of a campus where I will be nurtured emotionally and academically, and I am willing to be nurtured spiritually. I will contribute to the creation of such an atmosphere on the LBA campus.
4. I will not engage in any behaviors that harm myself or others physically, emotionally, or spiritually.
5. I will live by the policies outlined in this handbook.

Vocational

1. I will arrive on time and prepared to learn.
2. I will provide adequate notice if missing training.
3. I will follow the directions of my instructor.
4. I will use tools and equipment properly.
5. I will abide by safety rules.
6. I will do my best to demonstrate a willing and positive attitude.
7. I will stay on task, and practice efficiency and good time management.
8. I will report to my instructor when a task is completed.
9. I will clean up my work area before leaving the vocational training site.
10. I will conduct myself professionally, being respectful to all.
11. I will refrain from distracting or disrupting others.

Staff

1. The staff members of LBA are individually resolved, first, to maintain an actively growing relationship with Christ by prioritizing this activity above all others in their lives. Each one has additionally endorsed the specific commitments outlined here.
2. I will actively teach students in all settings how to nurture each other emotionally and spiritually and take every opportunity to guide them away from behaviors that would wound others in any way.
3. I will not expose myself or my students to influences that would weaken our ability to discern good from evil or lessen our interest in spiritual things.
4. I will incorporate Biblical principles into my teaching in every class or setting.
5. I will give glory for all good things to God, not to myself.
6. I will model in my own life the expectations for LBA students while understanding that I, also, am growing in those areas.
7. I will create opportunities for my students and me to enjoy each other's company.
8. I will do everything that lies within my power to promote harmonious, nurturing relationships between myself and my colleagues on this campus.
9. I will continually seek ways to improve the effectiveness of my teaching methods.
10. I will stay informed of new developments in my area of responsibility/teaching content area.
11. I will pursue every opportunity to pray daily with colleagues and/or students.
12. I will teach my students to be lovers of the beautiful and to respect their environment, including their immediate physical surroundings.
13. I will practice principles of physical fitness in my own life.
14. I will be a person of integrity, by faithfully practicing honesty and the above principles to which I have committed, in my private as well as my public life.

General Information

School History

Little Creek Sanitarium, Hospital and School in Tennessee founded Laurelbrook Sanitarium and School, commonly referred to at the time as “the small self-supporting school”, in 1950 to perpetuate and expand the lay work of the Seventh-day Adventist Church. This work began under the direct counsel of the Lord at the Madison School. These small schools are commonly called, the “schools after the Madison order”. These institutions were established primarily as training centers. This type of training is based on the idea of teaching a person how to be self-sufficient and at the same time maintain an active part in the lay missionary program of the church. By the counsel of the Lord to the church we were given basic guidelines within which to construct such a training program, the main points being the school, agriculture, and medical missionary work. After 70 years, we continue to support these principles today.

Authority

The President, along with his/her administrative team and those faculty and staff **appointed** by the Operations Committee, have been charged with the responsibility for the successful operation of Laurelbrook School and Sanitarium, Inc. Students are expected to give proper respect to and show courteous behavior toward those in authority. Parents are encouraged to cooperate with and support the position of the administration, teachers, instructors, and staff.

Non-Discrimination Policy

LBA admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. LBA does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Laurelbrook Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home

to mold students to be Christ like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4–6).

FERPA Declaration and Student Confidentiality

In 1974, Congress passed the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) as part of a larger piece of education legislation. FERPA applies to any school that receives any type of funding from the U. S. Department of Education. Because Laurelbrook Academy does not receive federal funding, FERPA does not apply. However, Laurelbrook Academy by choice follows the FERPA law as guidelines.

All student records shall be kept confidential. Records shall be open for inspection only in accordance with the law and such rules adopted by the Administrative Committee. FERPA is a Federal law that protects the privacy of student education records. Each student’s records shall be available for inspection by their parents or legal guardian upon request.

Student records will be provided to other schools or institutions within ten days of receipt of request. Laurelbrook Academy may withhold the grade reports, diploma or student transcripts of students who have an outstanding account.

Laurelbrook Academy will release student academic and contact information (which may include the student’s social security number) to Seventh-day Adventist colleges and

universities. If parents and/or students do not wish to have this information distributed, they must contact the Laurelbrook Academy registrar.

Conduct Policy and Legal Disclaimer

Laurelbrook Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

Vocational-Study Curriculum

LBA offers its students a vocational-study curriculum, providing students with the opportunity to help defray the cost of their education as well as giving them hands-on experience as they develop a positive work ethic. For a full

explanation, refer to the section entitled "Financial Assistance".

Guest, Lodge, & Camping Info

To book the Lodge, campsites, or a guesthouse please call (423) 775-3336.

Motels

Dayton is 20 minutes away from LBA. Motels there include:

- Americas Best Value Inn, (423) 775-9190
- Best Western, (423) 775-6560
- Kelly Motel, (423) 775-1181
- Sleep Inn & Suites, (423) 693-0963

Cafeteria

Weekdays

Breakfast	7:00-7:30 AM
Lunch	12:00-12:30 PM
Supper	6:00-6:30 PM

Weekends

Breakfast	In dormitories
Lunch	12:00-12:45 PM
Supper (Friday, in dorms)	6:00-6:30 PM

Guests are encouraged to donate when eating at the cafeteria while visiting LBA.

Applying to Attend Laurelbrook Academy

Process for New Students

Factors to consider before applying:

1. Inclusiveness. Laurelbrook Academy welcomes students of any race, color, national, or ethnic origin whose principles and interests are in harmony with those of the school.
 2. To maintain a family environment, we have chosen to keep Laurelbrook a small school, accepting a maximum of 50 students annually (at the time of printing this manual).
 3. Membership in the Seventh-day Adventist Church is not required, but it is understood that every student who is accepted recognizes that we uphold the standards of the SDA church, and the student pledges to observe the regulations of the school.
 4. Agree to be involved in vocational activities for at least 9 weeks in the annual vocational-study program.
 5. Agree to the following time-off schedule:
 - 3-5 weeks off during the Summer
 - 1 week off during Fall Break
 - 2 weeks off during Winter Break
 - 1 week off during Spring Break
 6. For international students - students applying from overseas must meet the following requirements:
 - Be between the ages of 14 and 16 years
 - NOT have previously completed a course of study equivalent to high school
 - Obtain a minimum score on an English proficiency exam (students who fail to demonstrate English proficiency may only be considered for the English Readiness Program when offered, see "ERP")
 - Be willing to enter LBA as a freshman (9th grade) or sophomore (10th grade).
- Transcripts (download the Transcript Request Form online)
 - Recommendation from your most recent principal/head teacher or guidance counselor.
 - Recommendation from your current youth leader, elder, or pastor.
 - Recommendation from another adult (outside of your family) who knows you well and can attest to your character.
4. International students only: complete an approved English test to test your abilities in the English language (TOEFL, TOEIC, IELTS, Duolingo, or Cambridge). The school will accept results of any of these tests if the results are less than 12 months old.
 5. Complete the interview process via video call (scheduled once all other documents have been received).
 6. Speak with the LBA Business Office regarding finances and vacation weeks.

Once Accepted (before arrival):

1. School sends the Acceptance Letter, while the finance office sends the Financial Agreement letter and the vacation agreement stipulating which weeks of vacation the student will remain on campus. The financial agreement and vacation agreement must be signed by the parents.
2. Student and parents submit the following:
 - Medical History form
 - Physical Examination
 - Health Report
3. International students will receive an I-20 from the school via email. They must pay the I-901 fee to SEVIS in order to make an appointment with the US embassy or consulate in their country to obtain a student visa.
4. School sends a Pre-Arrival packet.

Application Process:

1. Read this Handbook (both applicant and guardian) and the LBA Standards Handbook (available on the website).
2. Apply online to Laurelbrook Academy.
3. Arrange to have the following documents sent to Laurelbrook:

Arriving on Campus

Placement

Students may be required to take placement tests in Math and English before school starts.

Bring the following:

- Photo ID
- Immunization Records
- Birth Certificate
- Proof of health insurance
- Social Security Card (original)

Moving into the Dorm

All students move in when the summer program begins. The deans will pair up roommates as needed for space and compatibility. Changes can be made throughout the year by consulting with the deans. Deans reserve the right to change room assignments during the school year as needed.

What to bring to LBA:

The following is a basic list of important items that you should bring with you to LBA. A complete list can be found in the dorm manual

- Bible
- Bed linens (sheets, blankets, pillows)

- Personal hygiene products
- Towels and bathrobe (showers are communal in the dormitory)
- Alarm clock
- Shower shoes
- Clothing that respects the dress code (see section DRESS CODE)
- Closed-toed, work style shoes
- Canteen or water bottle

Items NOT to bring:

- Personal computers/laptops, e-readers (kindle etc.), and other personal electronic equipment
- Items listed as forbidden in the “Behavioral Guidelines” section
- Clothings with brands, logos, or messages not of a Christian character

Registration

At registration, the student will be briefed on the details of vocational assignments, class schedules, and paperwork. You will be given a checklist of tasks that need to be completed to make this process easier. Completion and return of all forms sent to you prior to Registration Day will expedite the registration process for you.

International Students

Students whose primary language is not English and who wish to enroll at LBA must meet the following scores of the accepted English exams. The test must be taken prior to admission at Laurelbrook.

Exam	Minimum score
IELTS	5
TOEFL	340
Duolingo	100
TOEIC	500
CEFR	B1 (equivalent to the Preliminary/PET exam)

For students who do not meet this requirement, LBA’s English Department offers an English Readiness Program designed to assist international students to achieve language proficiency. *(Please note, ERP has been suspended for the 2024-2025 academic year)*

Upon acceptance into Laurelbrook Academy, international students are required to pay the full year tuition. See the current financial information supplement to the handbook. After tuition is received, as well as the required I-20 fee, LBA will issue the I-20 required to make an appointment at the US embassy or consulate to obtain a student visa. This visa is what allows you to enter the United States as a student and stay for extended periods.

Student Travel Arrangements

Make flight reservations to the Chattanooga Airport in Tennessee. All students arriving at Chattanooga Airport must not leave the airport until they are met by an official Laurelbrook representative.

(Español)

Estudiantes Internacionales

Los estudiantes cuyo idioma principal no es el inglés y que deseen inscribirse en LBA deben tener un puntaje mínimo de Duolingo de 90 (1-160) para ser aceptado en el programa académico de LBA. Para aquellos estudiantes que no cumplen con este requisito, el Departamento de Inglés de LBA ofrece un Programa de Preparación en inglés diseñado para ayudar a los estudiantes internacionales a lograr el dominio del idioma. La prueba de Duolingo debe tomarse antes de la admisión en Laurelbrook para determinar la ubicación.

Al ser aceptados en Laurelbrook Academy, los estudiantes internacionales deben pagar la matrícula del año completo. Consulte el suplemento de información financiera del año escolar actual. Después de recibir la matrícula y la tarifa del I-20, LBA emitirá el I-20 requerido para poder sacar una cita en la embajada estadounidense. Dicha cita sirve para poder sacar el visado de estudiante, el cual permite entrar en EE.UU. y quedarse durante el periodo de sus estudios.

If a Laurelbrook representative is delayed by traffic conditions or other unforeseen circumstances, the student/passenger is to remain at the airport and call (423) 775-3339 for further instructions.

If family members are accompanying students to or from LBA, arrangements need to be made in advance for additional transportation, lodging, and meals. Additional charges may apply.

After you make your plans, e-mail your complete airline itinerary to info@laurelbrook.org.

Preparaciones de viaje

Haga reservaciones de vuelos al aeropuerto de Chattanooga en Tennessee. Todos los estudiantes que lleguen al aeropuerto de Chattanooga no deben salir del aeropuerto hasta que sean recibidos por un representante oficial de Laurelbrook.

Si un representante de Laurelbrook se retrasa debido a las condiciones del tráfico u otras circunstancias imprevistas, el estudiante / pasajero debe permanecer en el aeropuerto y llamar al (423) 775-3339 para obtener más instrucciones.

Si los miembros de la familia acompañan a los estudiantes hacia o desde LBA, se deben hacer arreglos con anticipación para transporte, alojamiento y comidas adicionales. Pueden aplicarse cargos adicionales.

Después de hacer sus planes, envíe por correo electrónico el itinerario completo de su aerolínea a info@laurelbrook.org

Spiritual & Character Development

LBA is committed to providing an atmosphere and learning experiences that will enable each student to achieve the spiritual excellence of which he/she is capable. Our specific goals are that each student will be encouraged to:

1. Want to begin and/or maintain a friendship with Christ.
2. Grow in ability to reflect the qualities of God's character: love for others, kindness, unselfishness, patience, and tolerance.
3. Recognize and improve his/her personal talents for the purpose of helping others.
4. Establish the habits of self-discipline necessary for success in all endeavors.
5. Come to understand salvation by faith through personal experience.
6. Grow in their knowledge of Scripture.

Tools for achieving these goals include:

1. Prayer
2. Bible study
3. Service through planned opportunities for student ministry to others (community outreach, mission trips, etc.)
4. Personal devotions
5. Worship services
6. Modeling of Christ-like characteristics in the lives of committed Christian faculty, staff, and students
7. A rural setting in which an atmosphere conducive to quiet time with God may be more readily established
8. An atmosphere conducive to worship and spiritual growth on the Sabbath and all other days.

A Growth Experience

LBA is a Christian school. Every activity is planned to enhance spiritual growth. Being a Christian is accepting a lifestyle committed to continual growth in Christ. It is not a state of being or attaining an objective. Since it is a growth experience, all who call themselves Christians will be at different levels of growth. This will be true for each student and staff member at LBA. Therefore, we all should be careful not to permit a spirit of criticism or self-pride to disrupt each

person's individual growth. Rather, we must encourage one another to keep our relationships with Jesus growing to achieve the character development He wants for us.

At Laurelbrook, we are intentionally preparing young people to live like Enoch, stand like Daniel, and serve like Jesus.

Personal Devotions

Just as it is impossible to grow physically without a balanced diet, so it is with spiritual growth. You cannot have someone else eat your food for you and expect to live. Neither can you live very long without breathing. Reading from the Bible or a devotional book is spiritual food for the soul and mind. Prayer is breath to the spiritual life.

When we realize the necessity of spending some time each day with God on a one-on-one basis, we will make it our highest priority. Students may think the daily schedule at Laurelbrook is so full that it does not allow time for personal devotions. Life in the adult world will be equally busy. The secret is to develop the habit of making time to spend with God. Spiritual growth cannot be attained without it.

Worship Services

Worship services at LBA are designed to be a time of praise, worship, and inspiration. Services include dormitory worship, Prayer Meeting, Friday vespers, Sabbath School, Church services, and additional meetings on Sabbath, as well as special weeks of spiritual emphasis. To receive the greatest personal benefit, as well as to show reverence, the student should be quiet and attentive in all meetings. Enter quietly and remain inside until dismissed. Take care of personal needs before the service so that you will not need to leave your seat during the meeting. Young men and women should not sit together. Village students are required to attend and participate in Sabbath worship services when on campus and when a guest speaker is here.

Sabbath

The gift of the Sabbath carries a very special meaning for those who have experienced the blessings it brings. Creation of an atmosphere which enhances the Sabbath experience is an especially important goal at Laurelbrook.

We welcome the Sabbath hours with a vespers worship on Friday evening and close them with meditation on the Sabbath evening. All dormitory residents are expected to join in these times of worship. Village students are encouraged to attend.

During these special hours, we put aside all secular activities and devote our energies to developing strong and healthy relationships with God and with the people around us. We do this by attending the services and participate in Sabbath afternoon activities. These may include a nature hike, informal singing, Bible games, outreach in the community, discussion groups, etc.

Village students are expected to be a part of Sabbath activities on campus. We understand that family events may arise that make it necessary to miss, but it is important that village students involve themselves as a member of the community.

We give visible evidence of our respect for our Maker in our choice of attire during the Sabbath hours. Guidelines appear

in the dress code section of this handbook as well as our standards handbook.

Because the edges of the Sabbath are just as important as the rest of the day, students should be preparing their clothing and rooms all week, so that they are ready before the Sabbath hours begin. All ironing and other clothing preparation, as well as other preparations, should be completed before Sabbath.

Mission Trips

Part of LBA's mission is to provide opportunities for students to discover the joy of service. In harmony with this goal, both Winter and Spring Breaks have been lengthened to provide opportunities for students to experience mission trips. Students should obtain approval from the Deans and Principal's committee before making plans for trips that require absence from school.

LBA encourages students to participate in at least one mission trip during their enrollment at Laurelbrook. However, a student's grades, citizenship, and vocational performance are all taken into consideration when determining if a student is eligible to participate in a mission trip.

"While a part of each day is devoted to mental improvement, let a stated portion be given to physical labor, and a suitable time to devotional exercises and the study of Scriptures." FE p.73

"Prayer is the opening of the heart to God as to a friend. Not that it is necessary in order to make known to God what we are, but in order to enable us to receive Him. Prayer does not bring God down to us, but brings us up to Him." SC p.93

"Thy word is a lamp unto my feet, and a light unto my path." Psalms 119:105

"If you will go to work as Christ designs that His disciples shall, and win souls for Him, you will feel the need of a deeper experience and a greater knowledge in divine things, and will hunger and thirst after righteousness. You will plead with God, and your faith will be strengthened, and your soul will drink deeper drafts at the well of salvation." SC p.81

Physical Development

LBA is committed to providing an atmosphere and learning experiences that will enable each student to achieve the physical excellence of which he or she is capable.

Goals:

Each student will . . .

1. Learn to value physical fitness and healthy living.
2. Learn how to manage his/her time and prioritize activities so that he/she can accomplish what he/she needs for all aspects of health.
3. Learn to eat at mealtimes and gain experience in selecting a healthy diet.
4. Establish self-discipline and sleeping habits that will promote wellness.
5. Maintain habits of personal hygiene and grooming that will enhance a healthy lifestyle and an effective Christian witness.

Rest

A recreation period is built into the weekly schedule. During this time, students are encouraged to join in the organized activities led by the deans, or they may walk or jog in one of the designated campus areas.

Adequate rest is essential for physical, mental, and spiritual growth, especially in the teen years. Most students at Laurelbrook have very busy schedules. To receive adequate rest, they must become skilled in self-discipline and time management.

Students who are not getting sufficient sleep are encouraged to counsel with a dean or staff member who can help them find ways to use their time wisely to achieve all their goals.

"Stand at the crossroads and look and ask . . . where the good way lies; and walk in it and find rest for your souls."
Jer. 6:16

Food & Nutrition

Laurelbrook provides a well-organized food service program in harmony with the principles of the Seventh-day Adventist Church. Because of our regard for health, we do not serve meat or beverages containing caffeine, and we provide low-fat foods as feasible.

To accommodate individual tastes, a salad bar is available at most meals in addition to the entrees and vegetables at the deck. Students with special dietary needs are invited to work with cafeteria personnel to design a plan to meet those needs.

Please observe the posted serving times and form an orderly line. Students may not enter through the kitchen area. Meals served in the cafeteria should be eaten there except on specially arranged occasions. You may have seconds if there is food available but eat it in the dining room. At times, you may be asked to limit the number of servings you take.

"What? Know ye not that your body is the temple of the Holy Spirit, which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore, glorify God in your body, and in your spirit, which are God's." 1 Corinthians 6:19-20

Food and drinks other than water are not allowed in the academy building, or the church. Chewing gum is not allowed in the aforementioned areas or the cafeteria.

Exercise

Opportunities are available at Laurelbrook for obtaining regular exercise. Our country environment provides a beautiful and peaceful setting for jogging, swimming, walking, hiking, and bicycle riding.

Recreation Period

Thursdays	7:00 - 9:15 PM (barring other events)
Sundays	8:00 AM - 12:00 NN -OR- 1:00-5:00 PM

There are to be no student activities in the auditorium without direct staff supervision. The school cannot assume responsibility for students unless their activity is under the

direct supervision of an authorized adult. During recreation period students may be at an assigned recreation location, in their respective dorms, or in their defined walk/hike area. Throughout the year various recreation activities are available, including but not limited to: volleyball, basketball, soccer, canoeing, swimming, and ping-pong.

Swimming in the lake or river is forbidden without a trained adult supervisor for safety concerns.

Medical

Safety

All accidents, even minor ones, occurring anywhere on campus must be reported to the staff member in charge of the activity or to the appropriate dean. Accident reports must be filled out promptly by the person supervising the activity or the dean. Report forms can be obtained from the deans or school secretary.

Illness

When a student is ill, he or she should follow this procedure:

1. The student must notify the dean immediately to have the school nurse check him or her. The dean will take the student to the nurse, who will decide if he or she must miss class or vocational training or both, and administer any treatment or medications.
2. If the student becomes ill during a class or at vocational training, he or she should report to the teacher or instructor before receiving permission to leave any class or vocational area. The nurse will be notified and they will give the student further instructions.
3. It is the student's responsibility to let his or her dean know so that the dean can communicate with the vocational instructor that the student will not be at the vocational class.
4. If the student is too ill to attend academic class or vocational training, he or she must stay in his or her room in the dorm until the next day, leaving only to use the restroom. Meals will be delivered by either the deans or RAs.
5. While the student is sick, he or she may not have visitors in his or her room and may not make and receive phone calls except to/from his or her parents or guardians.

The dean on duty must approve any exceptions to the above policy. The student will not be excused from his or her responsibilities if he or she does not abide by these regulations.

Village students are to follow the same regulations; however, their parents take the place of the dean.

Nurse's station

The nurse's station is located in the school building in the CNA classroom.

Medical Appointments

Please note that all routine medical appointments should be made to coincide with regularly scheduled home leaves. If an appointment for illness or injury is needed, the student must contact the dean to arrange one for him or her. Each student is responsible for having the medical instruction sheet filled out by the attending physician or nurse with each doctor's visit. This sheet along with any medication must be given to the dean.

Medications

Only deans and the school nurses may dispense medication to students. No other staff member may dispense medications to any student, including natural remedies or over-the-counter medications such as aspirin, ibuprofen, etc., without written parental consent. A consent form for this purpose is a part of the registration packet.

Students may keep medication on campus and self-administer if the medication is prescribed and registered with the dean. Medication must be stored in the locked cabinet in the dean's office unless otherwise necessitated. This includes ALL long- and/or short-term medications. Examples: antibiotics, Ritalin, treatments for asthma and diabetes. In the case of suspicion of abuse of any medication, the LBA administration and deans reserve the right to confiscate medications and dispense the medications for that individual.

Health Insurance

Health insurance is important for every student to have in case of illness while enrolled at Laurelbrook. Medical co-pay and prescription costs are the parents' responsibility. Laurelbrook's insurance covers ONLY accidents and DOES NOT cover illnesses.

International students are encouraged to purchase international student insurance, which is generally affordable and will cover any medical emergencies or hospitalizations.

Protocols for Respiratory Communicable Diseases

One of the responsibilities of LBA is to provide a safe environment that support the students' and the staff's health and well-being, to help reduce illness-related absenteeism, and to prevent the spread of communicable diseases such as Covid and flu.

Scope: This protocol applies to all students, staff, and visitors who enter the school premises.

Vaccination Waiver: Upon enrollment, the parents or legal guardians of the students must sign a waiver that states whether they allow their child/children to receive vaccinations or not.

Guidelines in Reporting and Responding to the Report:

1. When the student is found not feeling well in the dorm or has been noticed to have symptoms of flu or covid, the assigned dean must notify the school nurse for assessment/testing.
2. If the students are tested positive with a communicable disease, the nurse or the dean must notify the school principal as soon as possible. In the case of a staff tested positive or diagnosed with a communicable disease, he or she must notify the school nurse or the school administrator as soon as possible.
3. As a response to the report, the principal will notify the faculty and staff to excuse the concerned student from the class. To prevent the spread of the disease, safety measure must be implemented such as cleaning and disinfection of the classrooms where the student attends classes and the possible affected areas in the dormitory. Those areas could be restricted for access if necessary
4. The affected student will be quarantined in the dorm and must receive guidance and support from the dean. He or she may be excluded from the

school until the school nurse declares that he/she is no longer infectious.

5. The student or the staff can return to school after the exclusion with the nurse's declaration or approval.
6. The information about the affected students and staff must be maintained confidential in accordance with relevant laws and regulations

Preventive Measures: All students and staff are expected to receive and orientation, read, and follow the following preventive measures:

1. Hand Hygiene: Students and staff must wash their hands frequently and properly with water and soap especially after using the bathroom, before eating and after blowing their nose. If washing is not possible, they can use the hand sanitizer provided in the different school facilities.
2. Respiratory Etiquette: Students and staff must cover their mouth and nose with a tissue or their elbow when sneezing or coughing. They have to make sure that they put away the tissue into the trash bin intended for the infectious items.
3. All surfaces, equipment, and facilities where students and staff are most likely to get contact with each other must be regularly cleaned and disinfected.
4. Students and staff should receive reminders about boosting their immune system to fight against communicable diseases.

Note: Village students are to follow the same guidelines; however, their parents take the place of the dean.

Social Development

God created humans as social beings. Friendship and association with others are natural basic human needs. Social skills such as teamwork, leadership, consideration of others, conflict resolution, and good manners must be learned. LBA is committed to providing an atmosphere and learning experiences that will enable each student to develop and improve these skills.

Students will learn to . . .

1. Regard others as worthy of respect.
2. Manifest Christian attitudes of politeness and respect in all social relationships.
3. Display modesty and respect toward the opposite gender.
4. Consider other points of view.
5. Exercise self-control and self-discipline.
6. Respect the property of others.
7. Conduct social functions which adhere to biblical principles.

Campus Organizations

Staff sponsors are assigned to all organizations and clubs. Each of these organizations is to be conducted within the framework of the school's standards and regulations. The treasurer of each organization, in cooperation with the sponsors and the school business office, is to keep written accounts of all the funds for the organization. All funds must be receipted, kept, and disbursed from the business office. No student association, class, or club meeting has any official status unless at least one of the officially appointed sponsors is present at the meeting.

Class sponsors are allotted \$3 per student per month for class activities. All funds must be received, kept, and disbursed from the business office.

Student Association

All students, by virtue of their enrollment, are automatically members of the Student Association (SA). This association is the general organization of the student body and is responsible for social and cultural activities. The Student

Association is responsible for monthly SA meetings and special programs throughout the year.

Student Council

The Student Council is the representative body of the Student Association of Laurelbrook Academy. It is made up of the class officers of each class. Its responsibility is to carry on the business activity of the Student Association and to provide a forum for student's concerns so that there will be time at regular meetings for cultural, social, and religious programs. The Student Council is also responsible in building up camaraderie among students. It is also expected to support all the programs and projects of the school and to operate within the school policies and guidelines.

Officers are chosen by vote at the beginning of the year. They elect from the Student Council the following officers: President, Vice-President for Religious Affairs, Vice-President for Social Affairs, Secretary, and Treasurer.

Student Council Adviser: The Student Council Adviser is an academy staff designated by the principal. The following are his or her responsibilities:

1. Provide guidance and ensure that the student council operates within the school policies and guidelines.
2. Mentor and support by offering advice, encouragement, and support to student council members.
3. Assist with planning and executing events sponsored by the Student Council.
4. Help the student council stay organized.

Girls' Club

The purpose of this club is to promote friendliness, culture, spiritual development, and social enrichment among the young women of Laurelbrook Academy. All female students are members. In addition to periodic meetings, members of this organization also organize events such as:

- Town Trips
- Open House
- Picnic by the Lake

- Banquet
- Baking Night
- Movie Nights

The Girl's Dean automatically serves as the club's sponsor/adviser.

Boys' Club

All young men enrolled in Laurelbrook Academy belong to this organization. Their objective is to work together to build Christian character. The club provides many cultural, educational, and recreational activities in addition to periodic meetings, and organizes events such as:

- Town Trip
- Banquet
- Sports and sporting activities
- Open House
- Pancake Breakfast & Soccer Game
- Rock Climbing

The Boys' Dean automatically serves as the club's sponsor/adviser.

Pathfinder Club

The Pathfinder Club is a program designed for young people that focuses on spiritual growth, character development, community services and outdoor activities. Laurelbrook Rangers Pathfinder Club offers opportunities for students to discover and develop useful skills such as canoeing, swimming, caving, campfire building, and other survival skills and earn badges after learning the mentioned abilities. This club also allows the students to increase their knowledge of the Bible by participating in Pathfinder Bible Experience (PBE).

Pathfinder club is voluntary and the students who wants to be a member of this club will pay a participation fee of \$5.00 per month.

The members of this club is responsible for covering the cost of their uniform and for the half cost of the Camporee registration fee. Uniform and Camporee costs may be paid by families or deducted from students' allowances.

Publications

The yearbook "Afterglow" is published annually every May and the Trailblazer News is published quarterly. Students with an interest in gaining experience in teamwork, project management, photography, journalism, and desktop publishing may apply to join the Media Production class. Students are encouraged to plan to be on the Media Production team for the entire year.

Music Groups

Laurelbrook Academy offers music groups suited to a variety of musical interests. Groups present programs for various church and school activities. These include bell choir, voice choir, and instrumental ensemble. Students are required to be a part of the group for the entire year. Participation in one of these groups furthermore fulfills the academic requirement for fine arts credits.

Trip & Tour Policy

There are two types of trips: **academic** and **non-academic**. The **academic trips** refer to trips that are related to academic or vocational classes such as field trips. On the other hand, **non-academic** trips refer to social outings and are not related to academic and non-vocational classes.

To participate in any non-academic off-campus school tours or field trips, a student must be in regular attendance and in good academic standing as defined under "Academic Standing" in the Intellectual Development section. Students who do not belong to the group are not allowed to go on school trips.

For the duration of the trip, students may not ride in any vehicle other than that of their own parents or school-provided transportation. *Exception:* Students are covered by insurance to ride with host families to their homes and back to the destination point.

Students who are a part of a touring group are subject to the policies and standards of Laurelbrook Academy. Students who violate the policies and standards of the academy or violate the announced rules of a particular touring group will be referred to the D&P committee for disciplinary action; the student may also be sent back to either the academy or

the student's home on the most convenient form of transportation, at the expense of the student or the parent/guardian(s) of the student.

Disruption of the tour by students will not be tolerated; thus, the tour will continue, and the student will be disassociated from the tour. Such students may lose the privilege of being in a particular touring group.

Class Organizations

All students who meet class standing requirements are automatically members of their appropriate classes. In addition to organizing monthly class meetings for business and social programs, the classes enjoy and help to organize specific events.

Senior Class

Class Trip
Alumni Camp Out
Graduation Weekend
Class-sponsored Outings
Fundraising

Sophomore Class

Class-sponsored Outings

Freshman Class

Class-sponsored Outings

Junior Class

Junior/Senior Banquet
Class-sponsored Outings

Eligibility for Student Office

Goals of student office opportunities

1. To increase the number of students who gain leadership experience.
2. To enable students to perform their responsibilities more effectively.
3. To teach time management more effectively.
4. To involve students in the upholding of school policy.

Sponsors of all student organizations will allow only those students with confirmed eligibility to be on the ballot for election to office. Students who wish to run for office establish their eligibility by bringing a completed campaign petition to the Registrar, whose signature will confirm their eligibility. It is their responsibility to return this completed petition to the sponsor by the appointed deadline. Campaign petitions are available from the sponsors of each student organization and from the Registrar.

Each student may carry no more than one major responsibility, one major and one minor responsibility, or two minor responsibilities during any one school year.

Major responsibilities

Junior/Senior class President
Student Association President, Vice Presidents, Secretary, and Treasurer

Minor responsibilities

Freshman/Sophomore class officers
Boys'/Girls' Club Presidents
All other student organization offices

Qualifications

Students are qualified to hold a major and minor office if they met the following requirements in the previous semester and are expected to maintain them during the current semester.

- Minimum GPA of 3.0
- No academic grades below C
- Minimum attendance grade of C
- Enough credits for class placement
- Citizenship grade of 3.0 or above

Minor offices

- Minimum GPA of 2.5
- No academic grades below D
- Minimum attendance grade of C
- Enough credits for class placement
- Citizenship grade of 3.0 or above

Minimum GPA is for the most recently completed semester grading period and any subsequent quarter grade. Failure to maintain the above eligibility conditions will result in loss of office for the remainder of the school year.

Campus Social Relationships

One of the goals of our school is to help students develop wholesome and healthy social relationships. The friendships formed within the school community play an important role in creating a positive and successful school experience. Students are encouraged to build a wide circle of friendships rather than focus on one exclusive or serious relationship. To support students in developing a balanced and respectful social life, the following guidelines have been established:

1. Romantic relationships, “special friends”, or dating are not permitted between students.
2. Public displays of affection by students are not appropriate on campus or while traveling on school-sponsored activities. This includes holding hands, arms around one another, and kissing.
3. Shoving, wrestling, “piggyback” riding, and other examples of horseplay are inappropriate public behavior on our campus. Greeting-type, “catch-and-release” hugs are generally acceptable.
4. In any meetings, girls should sit up front on the left side, and boys sit up front on the right side. Students sitting together should sit up, without leaning against each other. While relaxing on the floor or lawn, students are expected to maintain enough distance that someone could easily walk between them.
5. Students of the opposite gender must always remain in supervised areas.
6. Students who do not follow these guidelines may be placed on “social restriction” for a week. A student’s response when told that he/she is on “social” will be a factor determining if a longer time is needed. While on “social,” the couple may not be together or communicate with each other in any way. Any couple whose relationship seems unhealthy or inappropriate may be placed on “social.”
7. When a student is placed on “social,” it is effective immediately.
8. Non-students who are socially involved with students are subject to school policy while on campus.

Time Management

One of the skills LBA hopes to help each student develop is time management. You may be surprised to learn how much activity can be accomplished within a 24-hour period. These activities should balance all aspects of living: rest, eating, study, classes, work, exercise, time with friends, music practice, relaxation, and worship.

Social Activities

Committed to provide the students an environment to develop, improve, and enhance their social aspect, the following activities must be planned and organized:

Social Night Gathering. A social night is an evening activity in which the students, under the supervision of the assigned dean/deans and the organizers, come together to the school auditorium to play wholesome indoor games and to engage in happy and healthy conversations. This is an opportunity for the students to develop a closer and healthy social relationship with one another. This event could be organized by the deans or the Student Association and its adviser.

- The social night is done once a month on a Saturday from 7:30 until 9:30 P.M. or could also be done more than once but with an approved request to the Deans and Principal Committee. The request

must be submitted for approval before the Deans and Principals’ meeting that falls on Thursday.

- There should be no social night gathering on the Saturday evening before the examination week.

The students and the staff that participate or join the said activity must wear decent attire (must be LBA approved).

- During the entire activity, the students are expected to still uphold the school rules and regulations.
- No outsiders are allowed to attend or join the social night except the identified visitors or guests of the staff members or of the students.

Recreation Night. A recreation night is another supervised social and physical activity which is done every Thursday and Saturday evening from 7:30 – 9:30. This is a privilege given to students to develop their physical fitness by engaging to games and sports like volleyball, table tennis, badminton, and others.

- There should be no Recreation night a week before the examination week. Study halls must be strictly monitored this time.
- The assigned deans or weekend deans must accompany and supervise the recreation night.

- LBA rules and regulations still apply to this activity.
- No outsiders are allowed to attend or join the Recreation Night except the identified visitors or guests of the staff members or of the students.

Vocational Development

Vocational development primarily prepares the student to act intelligently, responsibly, cooperatively, ethically, and morally in a work setting. It gives the student skills that will increase his/her usefulness in service to others. Some training areas may result in job-entry skills.

LBA, through its Vocational Training standards, seeks to ensure that the beliefs and values of our Adventist Christian faith are integrated into the curriculum. Vocational Training from this curriculum should help students learn to see and reflect God's image while developing proficiency in distinct aspects of vocational training. This kind of education imparts more than vocational knowledge. It fosters the balanced development of the whole person to prepare them for earthly service and heavenly citizenship.

As a part of the curriculum, all students participate in the vocational training program each year they are enrolled at Laurelbrook Academy.

These carefully-developed vocational standards are a practical tool to assist vocational instructors in focusing their teaching so that students achieve competence and are engaged successfully in exploring, planning, solving, and undertaking various vocational tasks. These standards reflect multiple perspectives from diverse spiritual and social communities.

Vocational Training Policy

Every student shall participate in the vocational training experience a maximum of 4 hours per day and a minimum of 18 hours per week as a graduation requirement. Students are intended to rotate through different areas on a quarterly (every 9 weeks) basis. However, the Vocational Coordinator reserves the right to change student responsibilities to alternate areas as certain positions require a longer period to train.

Because Laurelbrook's Vocational Program includes training in a full-time Nursing Home (NH) facility, the program operates year-round and includes weekend duty.

Vocational training takes place either as a life skill or as a Vocational Program. The difference is mainly in the length and complexity of the curriculum.

Vocational Programs

- Agriculture
- Office Procedures
- Residence Hall Assistants (RA)
- Environmental Services
- Plant Services (maintenance, grounds, construction)
- Food Service
- Child Development (Elementary School)
- Activities for NH residents
- Nutrition Assistants for NH resident
- NH Housekeeping and Laundry

Life Skills

- Carpentry
- Mechanical Arts
- Agriculture
- Media Production
- Certified Nursing Assistant (CNA)
- Firefighting
- Canvassing/Literature evangelism

Students who are cooperative, industrious, teachable, and dependable will be the most successful in fulfilling the goals of the academy's vocational program.

Objectives

Goals of the vocational training program are for each student. . .

1. To learn Christian work ethics to equip him/her for success into adulthood.
2. To contribute with his/her expenses while at school.
3. To learn the value of money.
4. To learn the value of time, strength, and opportunities.
5. To be under far less temptation to indulge idle habits.
6. To learn practical life skills.

Expectations

1. Students are expected to perform duties in cooperation with their Vocational Instructors, who will make training and work expectations clear by using Standard Training and Instruction Forms (STIF).
2. Instructors will assist students in developing skills and a work ethic that will help them be successful both now and in later years.
3. Students will sign a *Vocational Training Agreement* with each department for which they work. This agreement will include the student's daily work schedule and basic expectations.
4. Instructors will evaluate their students on a quarterly basis, and this grade will impact the students' allowances. One of the major goals of the vocational training program is to teach responsibility, consistency, and perseverance.

Vocational Dress Code

All students are expected to adhere to common practices of modesty, cleanliness, and neatness; to dress in a respectful manner within the acceptable standards of the community while in vocational training.

Unacceptable practices include:

1. Wrinkled, dirty, and torn clothes
2. Offensive words, logos, cartoons, or pictures
3. Tank tops, halter tops, tops with bare shoulders
4. Flashy shoes, flip-flops, slippers
5. Jewelry (including wedding band)

Food Service, Cleaning (housekeeping, laundry, institutional cleaning, NH activities, and commissary)

- Scrubs (burgundy top, black pants) and sneakers.

Plant Services (Shop, Firewood, Grounds, Farm, Gardens and Greenhouse, Maintenance)

- Blue jeans, Dickey-style jeans, work boots, proper personal protective equipment (PPE)
- Closed-toed shoes/work boots

Media Production, Office, Teacher's aid

- Casual shirts, dress shirts, sweaters, tops, polo shirts, and turtlenecks are acceptable attire for work.
- Dress Slacks for boys, skirt for girls.
- Conservative athletic or walking shoes, loafers, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. No flip-flops.

Reluctant Trainee Policy

Students who demonstrate a resistant attitude to developing good work habits will be placed on the Reluctant Trainee Program in the hope that they can make the progress necessary to remain enrolled. When a student has consistently failed to respond to attempts to help him/her improve work habits, the instructor will initiate a *Notice of Unsatisfactory Work* form, outlining the problems and the desired outcomes.

Category 1: The instructor will go over the contents of the form with the student. A copy will be sent to the parents and to the vocational coordinator. Parents will be alerted to the problem by phone.

Category 2: If satisfactory progress has not been made within a two-week period, a second phone call and letter will notify parents that the student has now reached Category 2. Student, parents, instructor, and vocational coordinator will determine corrective action plan to change behavior.

Category 3: If the action plan was not followed, a third phone call and letter will notify parents that the student has now reached Category 3. Student, parents, instructor, and vocational coordinator will determine if the student still wishes to be enrolled and the student may be suspended.

Category 4: If satisfactory progress still does not take place, the student will be asked to leave LBA and parents notified.

"Manual training is deserving of far more attention than it has received. Schools should be established that, in addition to the highest mental and moral culture, shall provide the best possible facilities for physical development and industrial training. Instruction should be given in agriculture, manufacturing, covering as many as possible of the most useful trades, --also in household economy, healthful cookery, and sewing, hygienic dressmaking, the treatment of the sick and kindred lines. Gardens, workshops, and treatment rooms should be provided, and the work in every line should be under the direction of skilled instructors." Ed p. 218

Intellectual Development

Laurelbrook Academy is committed to providing an atmosphere and learning experiences that will enable each student to achieve the intellectual excellence of which he or she is capable.

Graduation Requirements

A student must obtain a minimum of 22 credits and maintain a GPA of 2.0 in order to graduate.

General Program

The listing below outlines minimal requirements for graduation. Students may be accepted into some colleges with a general diploma but will likely be admitted on a probationary basis until prerequisite classes have been successfully completed.

Requirement	Credits
Bible	1-4 ¹
Computer Education	0.5
Language Arts	4
Health Education	1
Mathematics	3
Art Education (music and/or art)	1
Personal Finance	0.5
Science (must include biology)	2
Social Studies (must include US History)	2
Vocational Class/Lab	1-4 ²
Total Credits	22

College Preparatory Program

Although students may be accepted into colleges without taking all the courses listed below, the requirements for the college preparatory diploma include high school courses most often required or strongly preferred for entrance into certain programs in four-year colleges or universities.

Requirement	Credits
Bible	1-4 ¹
Computer Education	1
Language Arts	4
Health Education	1
Mathematics	4
Art Education (music and/or art)	1
Personal Finance	0.5
Science (must include biology)	3
Social Studies (must include US History)	2.5
Vocational Class/Lab	1-4 ²
Total Credits	25

¹ One per year in an Adventist school

² One per year in an ISEI school

Four-Year Plan (Typical College Preparatory)

Freshman

Bible 9: Old Testament	1
Language Arts 9	1
Algebra I	1
Computer Education	1
Health Education	1
Art Education	0.5

Sophomore

Bible 10: Life of Christ/New Testament	1
Language Arts 10	1
Geometry	1
World History	1
Biology	1
Art Education	0.5

Junior

Bible 11: SDA Doctrine/Daniel/Revelation	1
American History	1
Language Arts 11	1
Algebra II	1
Chemistry	1
Art Education	0.5

Senior

Bible 12: The Christian Life	1
Language Arts 12	1
Anatomy and Physiology	1
ACT Prep	0
Pre-Calculus	1
Personal Finance	0.5
US Government	0.5
Art Education	0.5

Acceleration

Acceleration ("skipping" a grade level) is seldom advisable. It is, generally based on number of credits earned and if all subject requirements are met. Students considering it should counsel widely with parents, guidance counselor, and registrar before requesting acceleration. Application must be made by the end of the fall semester of the sophomore year. If approved, the student will never have junior status.

In order to accelerate, the student must meet the following:

1. Composite score of 85th on standardized testing
2. Maintain a cumulative GPA of 3.5

3. Complete all regular graduation requirements
4. Have satisfactory citizenship
5. Have been a Laurelbrook student for at least one semester

Student Records

See FERPA statement on page 9 of this handbook for more information.

Authorized school personnel shall have access to students' records. The parent or legal guardian shall have access to his/her child's records upon written request to the principal. If a student is 18 years old or older, he/she has the right to determine who, outside the school system, may have access to his/her records. A non-custodial parent shall be given a copy of the child's current scholastic records upon written request and presentation of a copy of the court-ordered visitation rights to the principal. A copy of the court order shall remain in the child's folder.

A student's records may be released to other school systems upon the written request of the parent or guardian, student if he/she is 18 years old or older, or a written request from the school itself. A student's records may also be released to other school systems upon their request if notification is given to the parent or legal guardian, or student if he/she is 18 years old or older. No records will be released for students who have an unpaid balance on their account.

Class Placement

Student records are regularly reviewed to make sure that students are on track to complete their studies in the prescribed 4 years. Class placement is, therefore granted based on evidence that the student is on track to graduate on time having fulfilled all credit and subject requirements. In cases where credits and/or classes are missing from their records it may be recommended that a student be held back a year.

Course Offerings

Religion

Religion 9
Religion 10
Religion 11
Religion 12

Language Arts

Language Arts 9
Language Arts 10
Language Arts 11
Language Arts 12

Art Education

Instrumental ensemble (9–12)
Choir (9–12)
Handbells (9–12)
Private Lessons (not for credit) (9–12)
Media Production (9–12)

Computer Education (9)

Mathematics

Algebra I (9)
Geometry (10)
Algebra II (11)
Pre-Calculus (12)

Health Education (10, 11)

Science

Biology (10)
Anatomy and Physiology (11)
Chemistry (12)

Social Studies

World History (10)
US History (11)
US Government (12)

Personal Finance (12)

Life Skills

Small Gas Engines
Musical Instruments
Outreach
Outdoor Activities
Automotive Service
Firefighting

Agriculture
Cabinet Making
Certified Nursing Assistant - CNA

Vocational

Food services
Agriculture
Housekeeping
Institutional cleaning
Laundry
Office Procedures
Child Development
Certified Nursing Assistant – CNA
Plant Services

- Construction
- Maintenance
- Woods & Grounds
- Water & Sewer Plant

*Non-required classes are offered as needed subject to student interest and staff limitations.

Testing

The state of Tennessee and ISEI require that High School students take at least one standardized test every year before graduation. LBA offers two standard tests:

IOWA Assessment is for Freshmen, Sophomores, and Juniors . This test is taken in fall and spring semesters.

ACT is for Seniors. The seniors take the exam in December and April or depending on the availability of the schedule that do not fall on Sabbath.

Other Guidelines for the School

Building

1. The school building is a shared space and all are to feel safe and respected.
2. No food, gum, or drinks besides water are to be consumed in the school building.
3. Running or horseplay in the hallways is not permitted.
4. Students are not permitted to occupy the teachers' lounge.

English Readiness Program (ERP)

(Please note that ERP has been suspended for the 2024-2025 academic year.)

Students from overseas must demonstrate a minimum proficiency in English prior to entering LBA as a regular student. Those failing to prove English proficiency are candidates for the English Readiness Program (ERP) at Laurelbrook Academy.

ERP is arranged in 3 phases:

- Summer
- Semester 1
- Semester 2

At the end of every phase, students will sit for an English proficiency exam. The results of these exams determine whether the student is making appropriate progress in order to remain at LBA.

SUMMER

Students will attend intensive English instruction for four hours per day, Monday through Friday, for eight weeks. In addition, they participate in vocational laboratory sessions designed to apply their newly acquired language skills in practical, real-world contexts.

SEMESTER 1

During the first semester of the school year, students are integrated into the Religion 9, Algebra 1, Computer Education and Art Education classes with the freshman class. They additionally continue their English training and vocational laboratories. Their English classes give them the knowledge necessary to integrate fully during Semester 2 while building their English reading, writing, and conversation skills.

SEMESTER 2

Students are fully integrated into the freshman class during semester 2.

Students are expected to have reached basic proficiency by the end of the school year, as demonstrated by passing a CEFR B1 level exam at the end of semester 2, in order to remain at LBA and continue the following school year as a regular student.

Course Descriptions

For descriptions of the current courses, see the Laurelbrook web site: www.laurelbrook.org.

Correspondence Courses

1. Application to receive credit for correspondence courses must be submitted to the LBA Registrar for approval for credit to be accepted by LBA. No more than 25% of your total semester periods required for graduation may be from correspondence courses.
2. Students may be enrolled in no more than one correspondence course at a time.
3. Examinations must be sent by the correspondence school to the LBA Registrar.
4. Seniors must complete all correspondence course work by the beginning of the second semester. If this deadline is not met, senior class standing, including participation in senior class events and senior privileges, will be suspended until a transcript is received for the courses required for graduation. If the course is available on campus during second semester, the student may choose to enroll in the class and retain senior class standing.

Exceptions to the policies above must be petitioned to the Registrar.

Transfer Credit

Credits earned during the summer, prior to enrolling in LBA, or during the school year in a program other than at LBA are designated as *transfer credits*. A request must be submitted in advance to the Registrar for approval of any outside credits to apply toward graduation at LBA.

Home school credits or courses from a non-accredited school may be accepted but will be recorded as pass/fail credits only on the LBA transcript. Families must complete and submit a "Home School Course Validation Form" at the time of application.

Outside credits for classes relative to your current grade in school must be recorded with the Registrar within the first three weeks of the school year in order to get credit for the class and avoid having to retake the class. If you do not

register these transfer credits within that timeframe, you may be required to repeat the class. Any outside credits not officially documented within the semester of enrollment may require adjustment of class placement and/or loss of student office.

Grading

Grading Period

Laurelbrook Academy operates on the semester system. Each school year consists of two 18-week semesters. Each semester is divided into two 9-week terms.

Grade Reports

Each school year is divided into four terms of approximately 9 weeks each. At the end of each term the student's grades are sent to both the student and his/her parents or guardians. Term reports are not official grades, but simply an indication of the student's progress to date. The semester grades are final and will appear on the student's transcript. At the 4 ½-week point of each quarter, parents of students with either a D or an F in any class are notified.

Grade Points

Upon receipt of a grade report, the student or parent should carefully check it for accuracy. Any corrections must be taken care of within three weeks. The following chart describes the grading system and the honor points associated with each grade. Credit is awarded only for academic classes in which a student has earned a grade of A, B, C, D, P, or S.

<u>Grade</u>	<u>Description</u>	<u>Points</u>
A	Superior progress & quality of work	4
B	Good progress & quality of work	3
C	Average progress & quality of work	2
D	Below-average progress & quality of work	1
F	Failing work	0

<u>GPA</u>	<u>Points</u>	<u>GPA</u>	<u>Points</u>
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3		

Other grading codes

Circumstances such as withdrawal from a course may necessitate granting of a grading code other than a normal grade. Some of these codes grant credit for the class and others do not.

<u>Code</u>	<u>Meaning</u>	<u>Credit granted</u>
P	Pass	Yes
I	Incomplete work	No
N	No grade at this time	No
O	Outstanding	Yes
S	Satisfactory work	Yes
U	Unsatisfactory work	No
WP	Withdraw Pass	No
WF	Withdraw Failing	No

Academic Standing

Good academic standing is defined as:

Having no current classes with a grade less than C.

Acceptable academic standing is:

No current grade of F, and no more than one class with a current grade of D.

Unacceptable academic standing is:

Having a current grade of F in any class or having more than one class with a current grade of D. *See also eligibility.* Any student who receives failing grades in the same two or more classes for two consecutive grading terms will be considered for the reluctant learner policy.

FACTS

Grades are recorded and reported using our electronic grade book FACTS (previously RenWeb). Parents are emailed information on how to log onto the FACTS family portal at the beginning of the school year. For additional information contact the Registrar. Both parents and students can use FACTS to see the most up-to-date grades.

Incomplete

A grade of I (Incomplete) is given when, for legitimate reasons (e.g., extended illness), the student is unable to do sufficient work in any given period to receive a passing grade. A grade of Incomplete may not be used to make up for excessive absences or habits of procrastination.

An incomplete must be removed within three weeks after the close of the grading period for which it was given. Incomplete grades which have not been cleared by then will automatically be changed to an F.

Interim Progress Reports

Students whose weekly progress report indicates that they are in danger of failing one or more of their classes may be placed on a restricted program.

For dormitory students, this includes a study hall during recreation time, limited leaves, room restriction, etc. Village students are restricted from participation in social and recreation activities, and their parents are asked to provide special supervision at home.

Students are taken off restriction when they present a note from the teacher involved stating that the student is currently passing the class in question.

Tutors

Parents may choose to arrange privately with other students or with non-student tutors at their own expense. All such tutors must be approved by the administration. Deans must approve the locations of the tutoring, and they will expect to receive regular progress reports from the tutor.

Reluctant Learner Policy

All students are expected to make a reasonable effort to do the following:

- Complete assigned work on time
- Be courteous and attentive to the teacher and respectful of others
- Perform a caliber of work consistent with their abilities
- Be regular and punctual in attendance

Failure to comply with the above on a regular basis will indicate that a student needs the additional motivation and accountability of the reluctant learner program. Students may be considered for the program if they receive a failing grade at the end of any grading period, or upon written request for investigation submitted by a teacher, counselor, or dean to the principal or his/her representative.

Level 1: The Principal or his/her representative will confer with all of the student's teachers, the Registrar, and the student's parents or guardians to set up a plan to encourage student motivation and accountability, with a progress evaluation after a stated interval.

Level 2: If, at the evaluation, findings indicate that the student has not shown acceptable progress in the areas of concern, he/she will be placed on academic probation for a stated period during which he/she is expected to produce a marked improvement in all aspects of his/her schoolwork.

Senior Activities

Seniors are expected and required to participate in various events and activities in their senior year. These are an important part of their last year to develop skills and experience before leaving LBA.

Alumni Camping Trip

The Alumni Association holds a camping trip each year and seniors participate by camping with the alumni in attendance and often preparing a meal and fundraising. This event occurs early in the year.

Student Week of Prayer

Seniors are expected to take on more spiritual leadership among the students. They are asked to lead out or organize student-led week of prayer early in the fall semester.

Alumni Weekend

Alumni weekend is the first weekend in April during Spring semester. Seniors participate in a ceremony to welcome them into the Alumni Association, participate in activities with alumni, and attend the breakfast with the alumni Sunday morning.

Senior Trip

The senior trip is an opportunity for the seniors to extend their classroom experience outside of the school building. Students choose a destination and a service learning project/mission trip they wish to have as a class. Students must fundraise in order to pay for the trip. The trip is not a right and a student under disciplinary action may be denied the privilege of attending the trip.

Senior Exhibitions

The Senior Exhibition and Portfolio is the students' final project. Students present a showcase of their experience at LBA, including a portfolio of assignments, reflections on experiences, a career project, and a school improvement plan. Seniors will showcase their portfolio to a jury of staff members and then answer questions about the contents of the portfolio and their experience at LBA.

Graduation

Graduation at Laurelbrook Academy is a formal occasion honoring the graduating seniors. Candidates must have been in residence for the full semester immediately preceding graduation. To participate in these exercises, a senior must have completed all academic requirements, be a citizen in good standing, and have made payment in full thereby clearing financial obligations to LBA.

- Students who have completed graduation requirements will be honored during the weekend activities.
- Members of the junior class participate in a specifically defined role.
- Guest speakers, musicians, program format, and program content are to be approved by the school administration.
- All students must wear Sabbath meeting attire for all weekend programming.
- Seniors who engage in a category three or category four violation of the behavior code during the last three weeks of the school year should expect to forfeit graduation privileges.
- Seniors are required to attend all scheduled weekend programs, to remain on campus on Friday and Saturday nights, and to abide by all LBA policies.
- Students and their families are hosted for a special luncheon after the graduation ceremony.

Any senior who chooses not to cooperate with the standards outlined above will not be allowed to participate in graduation activities. Serious infractions of school rules in the last few weeks of school could result in suspension until after graduation, at which time a special exam fee would be levied should the student wish to finish course work and receive a diploma.

Disciplinary and/or legal action will be taken against anyone who interrupts the program or behaves inappropriately. Junior and senior dormitory students are expected to remain in the dorm throughout graduation weekend.

Graduates must be moved out of the dormitories by 3 PM the same day of graduation.

Graduation Events

Consecration: A worship service for and with the senior class during Friday evening vespers.

Tribute to Parents: A Friday evening presentation to and for the families of graduating seniors.

Tribute to Teachers: A moment during Sabbath School on Sabbath morning in which students recognize their academic and vocational instructors for the guidance they have received during their time at LBA.

Baccalaureate: A spiritual challenge during the church service hour on Sabbath for the senior class in which they are given the call to continue in Christian service.

Musical concert: A musical presentation by the LBA ensembles.

Commencement: A general challenge to the graduates, including the awarding of diplomas and scholarships, Sunday at 10:30 AM.

Attendance Policy

Timely attendance is extremely important both at Laurelbrook and in the broader context of our world. This is because:

- our society is highly time dependent and we therefore must prepare our students to function in it
- we can educate only those students who are in class
- interruptions caused by tardiness/absence are a serious drain on effective teaching time

For these reasons, we have instituted the following attendance policies.

When a student registers for attendance at Laurelbrook Academy, they are expected to participate fully in all planned extracurricular programs. Punctual and regular attendance at the following appointments is required of every student: classes, study halls, assigned vocational training, worship services, and the like.

Class Attendance

There is a positive relationship between class attendance and academic success. Irregular attendance is one of the prime factors associated with student failure and frustration with the school experience.

LBA's attendance policy has been designed to encourage regular attendance in classes and other activities, and reflects these underlying aspects of school philosophy:

1. Community and business surveys regarding educational goals continually stress the development of reliability and responsibility as high priority objectives.
2. Students in this age group should be expected to exercise self-discipline and responsible behavior.
3. Students who attend classes regularly learn better and get better grades.
4. Attendance is the responsibility of the student and parents.
5. Regular attendance at all appointments is expected of every student. This includes classes, assemblies, music appointments, vocational training, residence hall

worships, church services, and weekend religious programs.

Vocational Training Attendance

Students who know they will be absent from vocational training for an excusable reason, including school-sponsored activities, must notify the vocational instructor at least 24 hours in advance or as soon as they know they will miss work if the absence is due to illness. Except in cases of illness, they are expected to provide a qualified substitute and to let the vocational coordinator know in advance whom it will be.

Vocational training attendance is part of the overall attendance program of the school. Tardies and absences will be treated the same as a tardy or absence from classes, including the accumulation of attendance points.

Study Hall Attendance

Study halls are just as important as any other class. This time is dedicated for students to complete homework and study for their courses. Attendance should be recorded just as it is for regular classes.

Ideally, study halls should be held in the library. If the library is unavailable, an unused classroom can serve as an alternative. A supervisor should always be present to ensure that students remain focused and productive.

Evening study halls should take place in the dormitories, with the deans serving as supervisors.

Perfect Attendance

Perfect attendance is defined as no absences or tardies, excused or unexcused, (except for school sponsored activities) for the grading period. A gift will be given at the end of Fall Semester and/or Spring Semester to any student who has perfect attendance for that semester. An additional gift will be given at the end of Spring Semester to any student who has perfect attendance for the entire school year.

Consequences for Absences

If a student misses class without a valid reason, they will be required to complete 4 hours of duty on the following Sunday.

Additionally, if a student is tardy three times without an excuse, it will count as an absence, and they will also be required to complete Sunday duty. Being present but unprepared (PU) is treated as a tardy.

Attendance Codes

Codes indicating a presence:

P = Present
SA = School Related Activity

Codes indicating an excused absence:

AE = Absence Excused
S = Illness, sick list, doctor's appointments
NA = Not Arrived — the student has not yet arrived, but the delay is due to circumstances beyond their control, often applicable to international students.

Code indicating an unexcused absence:

AU = Unexcused—any absence that is inexcusable by the teacher or work supervisor.
SP = Suspended

Code indicating an excused tardy:

TE = Tardy – Excused

Codes indicating an unexcused tardy:

TU = Tardy – Unexcused
PU = Present Unprepared — the student arrived on time for class but is either not wearing the required uniform or has not brought all the necessary materials for the lesson.

Tardies

Tardies are unexcused unless a student is detained by a staff member. In that case the student must present a tardy slip from the staff member to the teacher of the class to which he is tardy, and the tardy may be excused. All other tardies with not witness, shall be verified by the registrar.

A student who is late to class 10 or more minutes without an excuse must attend the remainder of class and should expect their attendance for that period to be counted as an unexcused tardy.

TE = Excused tardy

TU = Unexcused tardy

Excusing Absences and Tardies

If a student has missed class for an excusable reason (other than being on sick list, for a pre-arranged absence, or for a school-sponsored activity) and wishes to have an absence or tardy excused, he/she must do the following:

1. Pick up a "Petition to Have Absence or Tardy Excused" slip from the school office.
2. Fill in the required information.
3. Get the signature of the staff member (for on-campus excuses) or parent (for off-campus excuses) who was present to verify the validity of the excuse. Phone verification from a parent may be recorded by a dean or the attendance officer and signed by that staff member.
4. For non-medical excuses, take the signed form to the teacher or work supervisor whose class or work shift was affected. Request that person to sign the form if he/she is willing to approve excusing the absence or tardy.
5. If the teacher or work supervisor accepts the excuse, he/she will sign the form and the student will take it to the registrar.

The absence/tardy cannot be excused unless the required signatures and information are on the form and the student submits the form to the registrar's office within **three days** of the date of the absence or tardy.

Absences wherein the student is sick for three or more consecutive days may be excused only with a note from a physician or a dean.

Prearranged Absences

In considering whether to request a prearranged absence, students and parents should realize that . . .

1. The teachers will not be held responsible for the loss of learning experiences and the consequent likelihood of reduced grades.

2. Excessive absences from class may contribute to the loss of credit due to inability to meet the academic requirements of the class.
3. The student will be responsible for lecture material given, quizzes missed, and all homework or other activities associated with every class.
4. The parent and student will suffer loss of student labor earnings as a result of missing work.
5. Even excused absences result in a loss of perfect attendance during a given quarter.
6. They should complete the Campus Leave Request form, obtaining all required signatures.

To request approval for a prearranged absence, the student should . . .

1. Review with the registrar his current attendance status
2. Obtain a Campus Leave Request form
3. Make arrangements with each teacher to make up missed work

4. Find a substitute for work and make arrangements with the work supervisor for the missed work time
5. Submit the completed Campus Leave Request for to be considered for approval.

School-excused Absences

Participants in the following school-sponsored activities will be excused from the classes they miss:

- ACT Tests (Seniors)
- IOWA Testing (Freshmen, Sophomores, and Juniors)
- Senior Class Trip
- Music Group Tours
- Approved class field trips
- Mission Trips (emergency)

All other school-sponsored activities will take place outside class hours or will be optional for the student.

"Our time belongs to God. Every moment is His, and we are under the most solemn obligation to improve it to His Glory. Of no talent He has given will He require a more strict account than our time." COL p. 342

Behavioral Guidelines

Discipline Policy

One of the most valuable skills for success in this life and for eternity is that of self-discipline. Those who have learned to manage themselves are able to make the choices that make life good and will rarely need to be disciplined by others. Those who are unable to discipline themselves will cause unnecessary pain to themselves and to others throughout their lives.

When it becomes necessary for staff members to apply external discipline, they work within the philosophy and guidelines of the school. Most discipline is accomplished in the ordinary educational environment between the student and the teacher.

Discipline may be imposed for inappropriate conduct not listed in the handbook. It is, however, always administered with these factors in mind:

1. Is the student being completely honest and forthright?
2. Does the student take responsibility for his/her actions and genuinely want to change?
3. Is the student willing to work with school staff to reach the goals set forth in the mission statement and student statement of commitment?
4. What is best for the student and for the school? There are times when the school just does not have the resources or ability to meet the needs of some students. In these cases, it is best if they find a school that can better meet their needs.

Confidential information may make it impossible for all facts to be explained to those making inquiries. Nevertheless, the school would encourage dialogue so that judgements would not be made with an unnecessarily incomplete understanding of circumstances.

Behavior Code

The behavior code on the pages that follow is a guideline for students to know what items and behaviors are appropriate or inappropriate at LBA. Although these are based on Christian principles, not all have to do with one's spirituality. This list deals with the things generally regarding safety

issues, procedures that involve a student's responsibility, and inappropriate conduct or items.

The four categories are listed from least to most serious. They apply to all school activities, both on and off campus. Explanatory notes for codes which might need clarification are found following the categories.

Withdrawal/Expulsion

Students who have been dismissed from school or who have withdrawn to avoid discipline are required to make advance requests for permission if they wish to visit the campus within the current school year. Such permission will be granted at the discretion of the Deans & Principal's Committee.

Discipline Appeal Process

All discipline is subject to appeal. An appeal must contain information not previously considered and must be submitted in writing to the principal. The principal mediates at every level and ultimately decides whether the appeal continues to the next level. The appeal is to be directed in the following order:

- Level 1 Deans and Principle's Committee
- Level 2 Operations Committee

Every attempt will be made to resolve problems at the lowest level.

Discipline Policy for Handicapped Students

A handicapped student will be disciplined when his/her behavior . . .

1. Is not handicap-related,
2. Poses a risk to others,
3. Poses a physical risk to him/her-self,
4. Requires a cooling-off period to prevent future occurrence of disruptive behavior, and/or
5. Demonstrates a need for a change in educational placement because of constant disruption to the learning environment.

Search and Seizure

The individual right of privacy is balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff members.

The school reserves the right to search student dormitory rooms, lockers, desks, vehicles, and personal belongings for objects or materials deemed non-compliant with the school's rules and regulations and/or which threaten the safety of the students and staff.

Sexual Harassment

Laurelbrook Academy upholds a zero-tolerance policy on sexual harassment, nor will we tolerate retaliatory behavior in response to a complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review, and if warranted, disciplinary action. Students or staff who suspect or experience sexual harassment should report it immediately to the administration or any staff member.

A detailed statement of our sexual harassment policy, guidelines for reporting, and protocol for handling sexual harassment complaints may be obtained from the principal's office.

Freedom of Expression

Students are entitled to present their individual opinions as long as these expressions do not disturb the educational process. All published material must obtain prior approval from the principal or his/her designee and bear identification as to the author and distributing organizations. The distribution of such material must take place at a reasonable time and location approved by the principal and must not interfere with the orderly school process. Such material must be free of libel, obscenity, and defamatory statements against any person.

Discipline Categories

LBA values a high level of personal integrity in all its aspects (honesty, consistency of character, respect for others, etc.). Honesty in facing one's mistakes and accepting responsibility for one's own actions is a part of a trusting and working relationship at LBA.

Category One

Items – Category One

- Playing cards (such as poker cards)
- Caffeinated beverages
- CD's, music devices, books, reading materials that do not meet the approved entertainment criteria (p. 34)
- Games that do not comply with the game policy
See dorm handbook for additional items.
- Possession of an unauthorized knife.

Conduct – Category One

- Social misconduct, such as inappropriate physical conduct between students
- Tampering with electrical power sources, such as circuit breakers, etc.
- Student found in the wrong place at the wrong time
- Neglecting to sign out of the dorm
- Abusive, profane, or vulgar language
- Gambling
- Body piercing on campus
- Wearing any item used to maintain the pierced condition of a body part

Consequences – Category One

- Consequences will be determined by staff members who find students involved. Inappropriate items will be taken, and most will not be returned. Consequences may include warnings, up to two hours supervised activity, assigned report, etc. Games that do not comply with the game policy will be removed and not returned.
- Repeated problems will become a category two.

All violations may affect the citizenship grade.

Category Two

Items – Category Two

- Lighters, matches, candles, or incense sticks
- Posters and clothing that promote alcohol, tobacco products, inappropriate movies or media, sexual innuendos, etc. (will be confiscated and will not be returned).
- Sling shots or guns that propel anything other than water (will be confiscated and will not be returned).
- **Gadgets such as personal cellphones, tablets, laptops, and the like** and inappropriate media (will be confiscated & fines may be applied).

Conduct – Category Two

- Cheating
- Minor vandalism (\$30 fine + restitution)
- Inappropriate use of music devices, smart phones, and games, including being audible outside room or used outside the dorm without express permission, prank calling from an LBA phone line (fines may apply).
- Irreverence in worship services
- Students found in the wrong place at the wrong time, e.g., in any area where there is not staff supervision
- Insubordination Level I

Consequences – Category Two

- Consequences will be determined by staff members who find students involved and may include loss of music privileges, confiscation of items, reclamation fee, up to 4 hours supervised activity, assigned reports, dorm grounding, etc.
- Repeated problems become a category three.

All violations may affect the citizenship grade.

Category Three

Items – Category Three

- Firecrackers or any other explosive-type material (will not be returned)
- Corrosive or combustible liquids (\$200 fine)
- Games or articles that deal with the occult (will not be returned)
- Pornographic materials (will not be returned)

Conduct – Category Three

- Major vandalism (\$50 fine + restitution)
- Student found in the wrong place at the wrong time, e.g., in a locked building without adult supervision
- Insubordination Level II
- Leaving Without Approval (LWA)
- Unauthorized possession and/or use of school keys
- Climbing up and/or being on the roof of any building on campus
- Physical aggression, Bullying
- 911 prank calling
- Hazing, harassment, or fighting
- Swimming in the river or lake without permission
- Jumping from the bridge or cliff (\$150 fine)

- Forgery of a staff member or parent's signature
- Out of the dormitory without permission
- Willful undermining of the ideals and policies of the school by word, pen, influence, or the dissemination of atheistic ideas
- Igniting anything without staff supervision approval including lighters, matches, candles, incense sticks (\$250 fine)
- Sexual harassment
- Lewd behavior

Consequences – Category Three

- Consequences will be determined by the Discipline Committee and may include up to 8 hours supervised activity, parent meetings, fines, up to one week on/off-campus suspension, loss of privileges, assigned report, loss of office, incident report, loss of eligibility to go on mission trips, etc.
- Repeated problems will become a category four.

All violations affect the citizenship grade.

Category Four

Items – Category Four

- Possession or use of any illegal drug or drug paraphernalia or any prescription drug not authorized by a doctor, including alcoholic beverages and tobacco products (including vapes)
- Weapons, unauthorized knives (repeated), clubs, stars, or any martial arts weapons, hatchets, and axes.
- Stun guns/teaser weapons (will not be returned)

Conduct – Category Four

- Falsehood on application to enroll at Laurelbrook
- Major vandalism (\$100 fine + restitution)
- Tampering with campus network (\$100 fine + restitution)
- Students found in the wrong place at the wrong time, e.g., in the dorm of the opposite gender without prior approval from the deans of both dorms
- Tampering with fire safety equipment, including extinguishers, alarms, and fire doors (\$250 fine)
- Verbal or physical aggression toward an individual of authority
- Theft
- Unauthorized possession or use of a master key
- Sexual misconduct

Consequences – Category Four

- Consequences will be determined by the Deans & Principal Committee and may include being asked to withdraw from school, supervised activity, up to two weeks off-campus suspension, expulsion from school, loss of privileges, loss of office, incident report, loss of eligibility to go on mission trips, etc.

All violations affect the citizenship grade.

Laurelbrook Academy reserves the right to contact law enforcement agencies when the law has been broken.

Fines and Fees

1. All students who receive a major fine (\$100 or more) will be suspended if the fine is not paid by the deadline.
2. Restitution must be paid in cash.

Entertainment Criteria

Entertainment media which contains the following material is not in line with the spiritual and moral principles by which LBA operates. Therefore, written material, performances, or recordings containing such material are inappropriate and unacceptable on campus. These include:

- Sexually explicit or graphic lyrics
- Satanic, occult, or sacrilegious material (including anime and comic books)
- Profane or vulgar language
- Violent or hateful lyrics
- Material degrading to any race, religion, gender, or individual
- Material that would lessen the ability to discern good from evil or lessen an interest in spiritual things

Gambling/Playing Cards

Because of their association with gambling, and the possibility of their becoming a stumbling block to others, poker cards are not to be used.

Insubordination

Level I – Failure on the part of a student to follow the request or direct command of a staff or faculty member.

Level II – Failure on the part of a student to follow the request or direct command of a staff or faculty member, accompanied by expressions of disrespect.

Cheating Policy

First Offense

A student caught cheating will receive a zero grade on the assignment/test. The student must write and sign a letter to his/her parents describing the circumstances. This letter will be enclosed with a letter from the Administration to the parents and sent by certified mail. In addition, any offices held by the student will be forfeited for the remainder of the school year.

Second Offense

The student will receive a zero grade on the assignment/test. In addition, the student will be suspended for three days. No makeup work will be allowed for the period of suspension.

Third Offense

The student will be expelled. No arrangements will be made with LBA to enable the student to complete the grading period through Laurelbrook.

LWA

LWA is defined as leaving the Laurelbrook property without the prior approval of the dean. Approval gained through deceit or misrepresentation of intentions is invalid and will result in disciplinary action.

Bullying

Bullying is any offensive, intimidating, malicious, or insulting behavior, an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient. It generally involves a real or perceived imbalance of power, with the bully attacking those who are perceived as less powerful through word or action.

Hazing, Harassing, Fighting

Hazing is the imposition of strenuous, often humiliating, tasks as part of a program of rigorous and/or dangerous physical training and initiation rituals.

Harassment is unwanted conduct that violates people's dignity or creates an intimidating hostile, degrading, humiliating or offensive environment.

Fighting is not acceptable at LBA. There are many ways that mature people can think things through and settle their differences without resorting to violence.

Students who become involved in fighting will be brought before the Discipline Committee. All parties involved will be suspended, unless it was an obvious assault by one or more participants. First time violations may result in expulsion. Students who either encourage or incite a fight through teasing or harassment of another student are subject to the same suspension as are those who have engaged in physically fighting. Students are encouraged to utilize the school's counseling, administrative, or teaching staff to help resolve differences instead of resorting to fighting.

When an injury inflicted by one student on another student or staff requires medical attention, the perpetrator and his/her guardian will be responsible for the medical fees. This will be true no matter who provoked the fight.

Substance Abuse Policy

LBA believes in promoting a drug-free society. Our goal is to teach students to make healthy lifestyle choices which exclude substance use on or off the campus while enrolled at LBA.

Being in possession of, using, or being under the influence of any illegal drug, intoxicant, inhalant, or alcoholic product is prohibited on or about the school premises or any school sponsored activity. Distribution, sale, or trafficking of drugs or alcohol will result in expulsion for the remainder of the year. LBA reserves the right to contact law enforcement agencies when the law has been broken.

Self-referral – Students who are concerned about their involvement with dangerous substances are encouraged to ask a staff member for assistance. The staff member will help the student contact appropriate resources. All self-referral under the substance abuse policy will be treated without disciplinary action, if assessed, and if the ensuing recommendations are followed.

Violations & Consequences

For possession and/or use of tobacco or alcohol:

First Offense: Three-day to five-day suspension. Student will be teamed with a staff member who will work with him/ her as he/she attempts to overcome the problem.

Second Offense: Withdrawal from school

For possession and/or abuse of any dangerous drug besides tobacco or alcohol:

First Offense: Withdrawal from school

Drug Testing

Application to LBA assumes your willingness to participate in drug testing if requested by the Administration of Laurelbrook Academy.

Dangerous Drugs

Any drug, obtainable with or without a prescription, that can be used in a manner dangerous to the health of the user. This includes, but is not limited to, tobacco, alcohol, marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, hallucinogens, and misuse or abuse of over-the-counter and prescription drugs.

Drug Use

Whenever a student has consumed, taken, or is under the influence of alcohol, tobacco, or illegal drugs, or has abused over the counter or prescription drugs at any time.

Distribution of Drugs

To share and/or sell dangerous drugs to other students or persons on or near school property or during school-sponsored activities.

Possession of Drugs

To have dangerous drugs (which have not been prescribed for you personally by a physician) on your person or within an area of your control including, but not limited to, car, locker, dorm room, books, clothes, on or near school property, at any time.

Drugs Found

Positive proof that the student is involved in abuse, possession, or distribution of dangerous drugs. Self-referral is no longer an option under these conditions.

Firearms, Weapons and/or Threats of Violence

The protection of our children and young people must be of the highest priority. While recent reports indicate that schools are generally safe and orderly places of learning, we also recognize that we live in a violent society, and as such our schools are not immune to the possibility of violence.

Students are prohibited from bringing any firearm or weapon to school or to a school-sponsored activity. A student who possesses a weapon or who carries, exhibits, displays, or draws any weapon or any object which can be mistaken as a weapon, or any item capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm

for the safety of others shall be subject to immediate discipline up to and including suspension or expulsion. Parents and the appropriate law enforcement agencies shall be notified. Appropriate counseling is required before the student returns to school.

Verbal threats of violence or threats involving firearms or weapons made by students to other students or to school employees are to be taken seriously and must also be dealt with in a determined manner. Parents are to be notified and there may be a need for police involvement. Appropriate discipline might include assignment to detention, suspension, or expulsion depending on the nature and severity of the threats.

Campus Life

All groups of people need operating guidelines to help them work together harmoniously. These guidelines reduce stress and improve communication by providing standardized ways of doing things. This section describes Laurelbrook protocol for a variety of needs.

Campus Leave

Campus leaves are any planned period to allow students to leave campus throughout the year. They are intended to provide time for medical appointments, a change of pace, or spend time with family, among others.

It is important not to miss school days immediately preceding a campus leave because:

1. Attendance in class is essential for learning;
2. Tests are normally scheduled during the days before a leave from campus. Class work or tests missed because a student leaves early cannot always be made up.

Some guidelines for campus leaves:

1. Students wishing to leave over the weekend may not leave before 4:00 PM on Friday.
2. Students must return before 9:00 PM on Sunday.
3. If you plan to return earlier than 5:00 PM or later than 9:00 P.M., you must make advance arrangements with the dean.
4. Students are entitled to 6 weekend leaves per semester.
5. Campus Leave Request Forms for weekends must be turned in to the dean OR dropped into the mailbox outside the principal's office by the Wednesday before leaving in order to be brought to the Deans and Principal's committee. If the leave is for one of the scheduled school breaks, it must be turned in by the date announced by the vocational coordinator and scheduler.
6. Students on leave may not stay in the dormitories due to lack of adequate supervision. Students may request to stay in the home of a staff member (which must be approved by Deans and Principal's

committee, see "Visiting Staff Members") or must leave campus during a leave.

How to Arrange a Campus Leave (without missing classes)

Any time you wish to leave campus arrangements must be made with your dean prior to leaving campus. Students must fill out a Campus Leave Request Form. The following is a list of procedures:

1. Students are responsible for filling out these slips themselves.
2. Completed slips should be turned in at least the day before they plan on leaving.
3. Students may obtain a blank leave slip from the dean, the school office, or the vocational coordinator.
4. Students fill out the top portion with their name, the date, and the information about their trip (what time and day he/she is leaving, how many days he/she will be gone, who he/she will be traveling with, if he/she needs a ride to the airport, etc.).
5. If the student is assigned for vocational rotations during the time they plan on being gone, he/she is responsible for speaking to other students to substitute any shifts.
6. Students must take the form to be signed by all the areas on the form in order. These areas are:
 - a. The vocational coordinator
 - b. The student covering for any eventual shift
 - c. The school registrar (only for international students)
 - d. The finance office
 - e. The principal
 - f. The dean
7. Once the form has been fully signed, they turn the form in to the vocational coordinator. The student at this point is cleared to leave campus.

Students will not be granted campus leaves on the Friday of the Week of Prayer, during Purity Weekend or Stronger Men

weekend retreats, or on the Saturday night before a Sunday when classes meet.

If you expect to go to a home other than your own, permission from your parents and an invitation from the family you wish to visit must be submitted to the dean in person, by phone, or in writing. Parents may fill out an annual standing giving permission by filling out a "Permission to ride with non-parent/guardian" slip for each individual with whom the student may travel. You may not leave campus with anyone without parental consent. If the driver is under 21 years of age, the dean must have parental permission for all trips, including weekend leaves.

Leaves for weekends begin after your last class and vocational appointments.

How to Arrange Campus Leave (if missing classes)

The Deans & Principal's Committee will evaluate your *Campus Leave Request* which will cause you to miss classes. *You will need to . . .*

1. Explain your reason for leaving campus.
2. Give your Vocational Instructor the name of the person who has agreed to substitute for you and obtain his/her signature.
3. Ask each of the teachers whose classes you will be missing to sign the form.
4. Have your dean sign the form and present it before the Deans & Principal's Committee meets that week.

If your teachers and/or Vocational Instructors have any reason as to why they feel you should not go, they will note these on the form. Their signature is not an approval unless they note that beside it.

Day leaves with parents

Day leaves (leaving only for the day with a parent or guardian) are still subject to approval by the Deans and Principal's committee. Students must still get a leave slip signed prior to the D&P meeting. The motives for this are the following:

1. To avoid scheduling conflicts;
2. To assure that weekend deans on duty are informed of any students who will not be in the dorm, and to not put the burden on them to have to make the decision if a student can leave campus or not;

3. To assure that students are present for required school activities;
4. To assure that a student is fulfilling any obligations in case he/she has incurred disciplinary action.

Visiting Staff Members

Students are welcome to visit other staff members during their time off. Students must be invited by the staff and receive permission from the Deans at their discretion.

Guidelines for Staff Home Visits

1. The host staff member must notify the Dorm Head Dean of the invitation either through a formal letter or a personal conversation, clearly stating the purpose and details of the visit. If the Head Dean is not on duty at the time, the staff must inform the assigned dean and indicate whether the invitation is approved or denied. Weekend invitations require prior approval since the Head Dean may not be available.
2. Students on social restriction status are not eligible for staff home visits.
3. Students should not be invited to staff homes during the following times:
 - Midweek Prayer Meeting
 - Vespers Meeting
 - Week of Prayer
 - Study Halls (Sunday through Wednesday evenings)
 - School Activities
4. Students are expected to attend all church services unless they are on approved campus leave for the weekend or during school breaks. Study hall attendance is also required, and all school-related events must be taken into consideration when scheduling visits.
5. The visit must end at least 30 minutes before dorm lights out to allow students time to prepare for bedtime. Dorm lights out is at 9:30 p.m. (Sunday–Friday) and 10:00 p.m. on Saturday.
6. Students are expected to maintain the same standards of behavior during the visit as they would on campus.

For non-overnight leaves:

1. The staff member inviting the student must extend the invitation to the deans, not the student. The invitation should NOT come to the dean via the student.

2. The dean will use their best judgement in giving permission, taking into consideration the student's academic obligations and if there are other campus activities they are required to attend.
3. The dean will inform the student and the staff member if permission has been granted.

For overnight leaves:

1. Students must fill out a campus leave request specifying all information about the overnight stay. The staff member extending the invitation must inform the dean of their intention of inviting the student to spend the night in their home and specify who else will be in the home with them.
2. Students will need to get the campus leave filled out with all signatures and turn the form in to the dean.
3. The dean will inform the student and the staff member if permission has been granted.

Graduation Weekend

Unless there is an extenuating circumstance, no one will be given permission leave campus before graduation.

Vacations

Several times a year, opportunities are offered for home leave. Please note the scheduled leave periods on the calendar. Students who received the Worthy Student Discount need to participate in two additional weeks of vocational activities throughout the school year. Students may take either the first or second break for each of the following vacation periods:

Period	Weeks Available	Weeks Allowed
Fall Break	2	1
Spring Break	2	1
Winter Break	4	2

Vocational Coordinator may make exceptions as needed.

Weeks that students wish to attend mission trips do not count toward their vocational commitments. These weeks count as their weeks off. Please consult the financial office for further arrangements.

Town Trips

A town trip is a privilege. It is intended to enable students to purchase personal items. Visiting parents may take their child to town upon permission from the dean and provided the student has no other obligations.

Housing Policy

Students enrolled at LBA must live in the residence halls, not with friends or relatives in the area unless they are approved village students.

Dorm Room Assignments

Class standing, GPA, citizenship grade, room grade, and attendance grade are considered by the dean in making room assignments.

Visitor Policy

While parents are welcome to visit their students, plans should be made to visit the campus insomuch as possible on weekends. Weekdays are filled with classes, vocational training, and study obligations and students should have as few distractions during the week as possible.

For the safety of other students, it is not allowed for parents to stay overnight in the dorm with their children. Parents living within the United States should make plans for staying in one of the hotels in Dayton. Parents from overseas must call ahead to inquire about availability of on-campus housing; housing on campus is subject to availability. Please confirm plans to visit with the dean or the registrar's office.

Upon arrival on campus, visitors should check in with respective dean and vocational coordinator and inform them if they plan to take a student off campus. Family members of the opposite sex who need to enter a particular dormitory must ask for clearance from the dean of that dorm. Visitors should comply with all Laurelbrook Academy guidelines while on campus.

The administrative secretary or dean will issue each guest a guest badge identifying that person as a guest on our campus. If a guest wishes to participate in a specific school activity—meals, recreation, worships, etc.—he/she should request permission from the staff member responsible for that activity. LBA reserves the right to ask visitors to leave during any activity. Some school activities, such as banquets,

are limited to enrolled students. Non students may only dine in the cafeteria for Sabbath lunch or by special arrangements by the dean on duty.

Guests are permitted to use the Wi-Fi on campus. The IT manager will make passwords available to registered guests upon request.

Accident Policy

It is the aim of LBA to do everything possible to prevent accidents, but with a large group of students some may occur. It is the student's responsibility to report all accidents to his/her instructor for vocational-related accidents or to the dean if the accident occurred somewhere other than at work. If not reported, insurance may be denied, and the expense will become the responsibility of the parent. Accident report forms are available from the administrative secretary and from the deans.

Vehicle Policy

Students may be given permission to park their vehicles* on campus under the following conditions. Failure to fulfill any of the conditions outlined will automatically cancel the privilege of having a vehicle on campus.

1. Be of legal age (licensed driver) and have proof of liability insurance.
2. Register the vehicle within forty-eight hours of arrival on campus with parent/guardian's signature.
3. The keys to the vehicle must be turned over to the deans and will be kept in the dorm safe.
4. Use your vehicle only for transportation to and from your home during any approved campus leave. Student vehicles may not be used on campus, including for school-sponsored outings/activities.
5. No other student may drive the vehicle.
6. Other students may be transported in the vehicle only when permission is on file with the deans and from both sets of parents.
7. The vehicle must be parked in its assigned parking space at all times. Violations will result in a fine.
8. Students must recognize that LBA cannot take responsibility for vehicles parked on campus.
9. Students recognize that LBA's accident insurance does not cover injuries sustained while riding two, three, or four-wheeled ATV (all-terrain vehicle) motor vehicles.

10. ATVs: All students must wear a helmet while riding an ATV on campus or at any school function. Students must be at least 16 years of age to ride an ATV by themselves on or off campus. Village students may ride their ATV to and from classes or to their homes whenever they choose but they cannot give rides to any dorm students. Dorm students may bring their ATV to campus but must turn over the keys to the dean and only be allowed to use them on ATV activities.
11. Village students in possession of a learner's permit or license are only permitted to use the vehicle between home and off campus; they are not permitted to drive around campus; however, it will be under their parents' regulations for their personal use outside school hours. Village students are not permitted to transport dorm students at any time.

*Dormitory students may not bring motorcycles, three, or four-wheeled ATVs on campus.

Non-dorm students riding motorcycles to and from school are not covered by LBA's accident insurance. Also, they may not transport fellow LBA students as passengers on their two, three, or four-wheeled motorcycles or ATVs.

Bicycles & Skateboards (and similar)

All bicycles must be parked in the designated spots. Students under 16 years old **MUST** wear a fastened helmet when riding bikes on campus or at any school function. Protective gear (helmet, elbow, and knee pads) is required for skateboarding and similar devices (rip stick, skates, etc.)

Village Students

A village student is considered a child of a parent who is an LBA staff member on campus.

Village students are expected to follow the same regulations of the school. They have made the same commitment as dormitory students and should follow the same guidelines.

Each student, whether dormitory or village, will be given a copy of this handbook and the dorm handbook at the beginning of the school year. Village students are requested to attend dorm worship at the beginning of the school year when guidelines are explained.

Dress & Personal Appearance

The way we dress reveals something about how we view ourselves and others. At LBA we seek to create an environment where . . .

1. Students are encouraged to focus on a personal friendship with Jesus, on academic excellence, and on wholesome social relationships.
2. Personal value is based on what Jesus is doing in us rather than on outward display.

Campus Appearance Principles

- Be neat, clean, and simple
- Be modest. No form fitting
- Be appropriate for the place and activity
- Do not offend or distract others
- Garments must have sleeves, and cover the body while standing, sitting, bending, or reaching.
- Keep role distinction between men and women

***“The woman shall not wear that which pertaineth unto a man, neither shall a man put on a woman’s garment: for all that do so are abomination unto the Lord thy God.”
Deuteronomy 22:5***

Specific Appearance Guidelines

- Men: Shorts must extend to the knee.
- Women: No shorts; capris are acceptable (below the knee)
- Skirts should be loose enough to turn around easily and must cover the knee while sitting.
- Leggings do not increase the length of your skirt.
- Ladies: neckline must be within 3 finger widths of neck.
- Gentlemen: pants must be worn at the waist.
- No torn or ragged clothing or clothing with holes
- Clothing must not allow underclothing or midriffs to be visible when arms are raised. Necklines must be modest and not low cut.
- Hats, bandanas, and hoodies on boys and non-dress hats and hoodies on girls are not to be worn inside buildings. While in class, only LBA branded hoodies are acceptable but with the hood down.
- No form fitting clothing
- No clothing with slogans or pictures promoting anything contrary to Christian principles.
- No jewelry or jewelry-related items (these will be confiscated).
- Natural, clear, or neutral tone nail polish is acceptable.

- For safety in the vocational areas, acrylic nails are not allowed.
- Hair is to be kept neat, clean, and of natural color.
- Beards must be well-groomed.
- Extreme hairstyles are not appropriate at any time.
- Body art or marking is not acceptable.
- Shower slides, slippers, and flip-flops are inappropriate for church, school, cafeteria, and vocational training. Girls’ dress shoes should be no more than 3” high.
- No sleepwear outside the dormitories.

LBA dress standards apply on campus and on all school-sponsored tours and outings for all students, village, and dorm.

School Uniforms

Our school uniforms are provided by Lands End. Parents should order the uniform prior to the beginning of the school year. The uniform consists of:

Men

- Khaki pants
- White polo top embroidered with school logo over left breast (one long-sleeved and one short-sleeved)
- Black shoes

Women

- Khaki below-the-knee skirt
- White polo top embroidered with school logo over left breast (one long-sleeved and one short-sleeved)
- Black shoes
- Knee-high socks or stockings (black, white or flesh tones)

Vocational Training Dress

See Vocational Dress Code (page 23).

Sabbath Church Dress

Attire must include:

Men

- Dress slacks
- Belt/suspenders
- Dress shoes and dress socks
- Any combination of shirt and accessory:

Shirt
dress shirt*
turtleneck

Accessory
suit jacket
sweater
vest
tie

*Dress shirts are full-buttoned and do not include T-shirts, polo shirts, or sweatshirts. Dress shirt are to be tucked in.

Women

- Dresses or skirts (no khaki, leather or denim) with nice sweater or blouse (no T-shirts)
- Dress shoes (does not include Tevas, tennis shoes, Keds, Sketchers. Dressy flip-flops are okay)
- No sweatshirt or denim jackets may be worn for vespers or church dress
- No leggings

Vespers Dress

Vespers dress must be worn to vespers and special Sabbath afternoon programs, such as concerts. It is the same as Sabbath sanctuary dress with the following exceptions:

- *Men:* May omit the accessory
- *Women:* Church attire (no denim or khaki fabrics).

Sports Dress

Sports dress applies to participants in sporting activities:

- Sports bras may be worn with a t-shirt having snug-fitting under arms and mid-shoulder straps at least two inches wide.
- Swim wear
 - *Women:* modest one-piece suits worn underneath capri-length shorts. No tankinis. Cover with a t-shirt.
 - *Men:* loose-fitting swim trunks/shorts and a t-shirt.
- Shorts must have an inseam extending at least to just above the knee.

Banquet Clothing

Banquet dress should meet the specific dress guidelines. Deans must approve all banquet attire for both village and dorm students prior to the banquet.

Computers and Network Policy

Laurelbrook Academy is pleased to offer access to computer networks, including the internet, provided students honor

the LBA acceptable use policy. Violation of the policy will result in suspension or loss of network access privileges, as well as other consequences as determined by the Deans & Principal's Council.

Each student will be given a personal account on the network which may be used to store homework files, access the internet, and access the network resources such as encyclopedias, clip art, and classroom assignments. Computer workstations are available in labs in the administration building, technology building, and dormitories. Students will be expected to access the internet only through the campus network.

Access to the System

No person shall have access to the system without having received appropriate training, including a clear understanding of the LBA Acceptable Use Policy.

A person who violates this policy will be considered to have terminated his/her agreement and will lose network use privileges.

Personal Devices

Students may not bring their own computers or other electronic devices (cell phones, e-readers, netbooks/Chromebooks/laptops, internet-enabled smart watches, etc.). Bluetooth headphones are not permitted. Headphones of any type in educational settings (i.e. study hall) or vocational settings must be approved by a staff member.

LBA Limitation of Liability and Indemnification

LBA makes no warranties with regard to the system. Users will hold LBA harmless from any losses sustained as the result of any misuse of the system by the user.

Due Process

LBA will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the system. If a student has violated the LBA Acceptable Use Policy, he/she will go through the usual Laurelbrook discipline process.

Parental Notification and Responsibility

This policy contains restrictions on accessing inappropriate material, and student use will be supervised. It is not practically possible for LBA to monitor and enforce a wide

range of social values in student use of the Internet. The school encourages parents to specify to their child/children what material is and is not acceptable for their child/children to access through the LBA system.

Unacceptable Uses

- *Personal Safety*—Users will not post personal contact information about themselves or other people to an insecure site. Students will promptly disclose to a staff member any inappropriate message they may receive.
- *Illegal Activities*— Users will not use the LBA system to do anything illegal including: going beyond their authorized access, using another person's account, accessing another person's files, attempting to disrupt the computer system performance or any other illegal act. Students will not plagiarize or copy copyrighted material from the internet.
- *System Security*— Users are responsible for the use of their individual accounts and should never provide their password to another person.
- *Inappropriate Language*— Users will follow the LBA mission statement in their communications with others. No obscene, disrespectful or discriminatory attacks.
- *Respect for Privacy*— Users will not publicize communication from or private information about another person.
- *Respecting Resource Limits*— Users will respect the limitations of the LBA system by remembering that the network is prioritized for educational and professional development activities. Users will not download large files unless absolutely necessary and at a time when the system is not being heavily used. Users will not spam.
- *Inappropriate access to material*— Users will not use the LBA system to access material that is profane or obscene, that is pornographic, that advocates illegal or dangerous acts, that advocates violence or discrimination towards other people, or that advocates

any belief or behavior contrary to Christian principles. Students who run across such material should immediately notify an LBA staff member.

Games

Includes video games, computer games, hand-held games, board games, etc.

Games not allowed

- Any game with the rating of M (Mature. Age 17+), AO (Adults only. Age 18+), or RP (Rating Pending).
- Games that fall into these categories: Emulators, Fighting, Fantasy/Role-playing, and Shooters.

Rationale

- If the world deems a game inappropriate for persons under the age of 17, what does that say about the values it is teaching in that game?
- Emulators – they are largely used for *illegally* playing games that you do not own (i.e. – you could play SEGA games and not own the SEGA controller or game)
- Fighting – a game in this category is a game whose sole purpose is to harm or injure your opponent with/without weapons.
- Fantasy/Role-playing – games within this category are those where you control 1 or more characters through an environment (imagined or realistic) to usually defeat some type of threat. The problem with most of these games is that they are heavily based on Dungeons & Dragons and/or use sorcery (magic or spiritualism).
- Shooters – the only goal in games of these type is to kill (someone/something) or be killed.

Lost and Found

The lost and found box is located in the school office. After one month in lost and found, items will be sold, donated, or discarded.

Dorm Life

The experience of living in the dorm is a special and memorable experience for students at LBA. This section is a general description of dorm policies. For detailed dorm policies and procedures, please consult the dorm handbook.

Dorm Schedule

Monday – Thursday

6:00 am – Wake up (Deans will turn on lights, personal devotion, take a shower, make bed and fix room, etc.)
7:00 am-7:30 am - Breakfast in the cafeteria (make sure students are eating their meals and they do not get sick)
7:30 am - 8:55 am – Joint worship in the auditorium
8:00 am-12:15 pm – Morning academic classes
8:00 am-12:00 pm – Morning vocational training
9:00 am-12 pm – Deans will perform room check and check that your dorm chore is completed
12:00 pm-12:30 pm – Lunch
12:30 pm - 1:00 pm – Dorm Chores*
1:00 pm-1:55 pm – Music ensembles (Choir and orchestra)
2:00 pm-6:15 pm – Afternoon academic classes
2:00 pm-6:00 pm – Afternoon vocational training
6:00 pm-6:45 pm – Supper
7:00 pm-7:25 pm – Evening Worship at the dorms (Monday, Tuesday, Thursday).
7:30 pm - 8:30 pm – Programmed activities

- Mondays and Tuesdays – Study hall in the dorm
- Wednesdays – Prayer Meeting in the church
- Thursdays – Dorm night (activities and rec)
- Friday – Vespers in the church

9:00 pm – Quiet time
9:30 pm – Lights out. Good night!

***If the students don't have music ensembles that day, they have until 2:00 p.m. to finish their dorm chores.**

Room Checks and dorm chores

Part of the atmosphere in the dorm is dependent on the cleanliness of our surroundings. The deans will regularly check that your room is tidy. Room check is performed in the morning while students are in school or vocational training. Receiving an “x” 3 times (for an incomplete task) for the same task in the week becomes a tardy/demerit.

Every month, students are assigned a dorm chore which will be their responsibility to complete. Dorm chores must be completed before 2 pm each day. If they are not done by 2

Friday

6:00 am – Wake up (Deans will turn on lights, personal devotion, take a shower, make bed and fix room, etc.)
7:00 am-7:30 am – Breakfast
7:30 am – Joint worship in the auditorium
7:40 am – Chapel (in auditorium)
8:00 am-12:00 pm – Life skills classes and vocational training
9 am-12 pm – Deans will perform room check and check that your dorm chore is completed
12:00 pm-12:30 pm – Lunch
12:30 pm - 1:00 pm – Dorm Chores
1:00 pm-1:55 pm – Rehearsal for church musicians
2:00 pm-6:00 pm – Life skills classes and vocational training and prepare for Sabbath
6:00 pm-6:45 pm – Supper
7:00 pm-8:00 pm – Vespers
9:00 pm – Quiet time
9:30 pm – Lights out. Good night!

they must complete them by the end of the day and it counts as a tardy/demerit. **Failing to complete the dorm chore, or completing it late for 3 days in a week, counts as an absence.**

Town Trips

A town trip is a privilege not a right.

Students will have opportunities on a monthly basis to go to Walmart and purchase whatever you may need. These trips are often coordinated with field trips.

Cell phone usage policy

Students are not permitted to have their own cell phones while school is in session or if you remain on campus during vacations. There is a dorm cell phone available and each student is entitled to 30 minutes of usage per day. Students may also make phone calls to US phone numbers by using the landline phones available in the dorms.

Students must surrender their personal cellphones to the Dorm Dean upon arrival. The cellphones will be stored in a secure location designated by the Dorm Dean, and the students can retrieve their cellphones only when leaving campus for home visits during breaks and vacations.

Computer usage policy

Students are not permitted to have their own computers or laptops while school is in session or if you remain on campus during vacations. There are computers and Chromebooks available in the dorms and each student is entitled to 30 minutes of usage on Fridays, and 1 hour on Sundays. If a student needs to complete a computer-based homework assignment, the deans will allow them to use the computer until the task is finished.

Food and kitchen use

There is a kitchen in each dorm. Students are permitted to use the kitchen from 6:00am-9:00pm.

Cooking or storing of meat products are not allowed in the dormitory under any circumstance.

To ensure safety, meet insurance liability, and avoid the presence of rodents and insects in the dormitories, students are not permitted to store food in their rooms. Food in the dormitories must be stored in enclosed containers in the kitchen, and all containers must be labeled with the student's name.

Leave Requests

If you wish to leave campus (for example, during vacations or weekends) you must complete a leave request. These sheets are available from your dean. They should be signed by the vocational coordinator, the finance office, the academic coordinator or principal, and the dean himself/herself.

During activities in the dorm, you must ask for permission if you need to leave the dorm (unless it is mealtime). If invited

to a staff house, the staff member must send an invitation and it will be considered according to the deans' criteria.

Curfew

LBA implements a curfew to ensure the safety of our students and assure that they are sleeping an adequate number of hours for their health.

- Students must be in the dorm by 9 pm and doors are locked.
- Lights out at 9:30 pm (everyone in their room in their own bed getting ready to sleep) on weekdays and Sundays. Lights out on Saturday evening is 10:00.

Evening worship

Worship is carried out in the dormitories in the evenings. Students are expected to participate and even lead out. The deans will prepare a schedule for evening worship times and topics.

Attendance

Attendance is taken everywhere (worships, meals, church, chapel, lights-out). This is to train the students in punctuality and responsibility, as well as to ensure student health and safety. Similar to school attendance, the attendance codes are as follows:

- **Present:** On time
- **Tardy:** A minute after the time appointed is a tardy (unless it is excused by extenuating circumstances or with the dean's approval)
- **Excused Absence:** Deans know the student is absent with their approval.
- **Unexcused Absence:** Deans were not notified of the student absence and did not give their approval (every 3 tardies automatically become 1 unexcused absence).

Deans should use common sense and balanced criteria when taking attendance. Deans must also communicate with each other as they make certain decisions, changes, or exceptions.

In order to recover tardies: every Sunday that the students have off, they must recover their tardies with 30 minutes of community service on campus per tardy, and 1 1/2 hours for an absence.

Checking out of the dorm

Upon indefinite departure from LBA (due to graduation, transferring to a different school, etc.), the student must

complete a checklist, which includes items like textbook return, room cleaning, and financial clearance. The deans provide this form and all items must be checked off. Any unchecked items may result in a corresponding fine.

Financial Information

At Laurelbrook Academy, a well-balanced education is a significant investment in your child's future. We are committed to helping families bridge the gap between what they can afford to pay and what education at Laurelbrook costs. For this reason, tuition assistance in the form of merit scholarships, need-based aid, vocational programs, and other awards and discounts are available to families wishing to pursue the Laurelbrook experience.

All families are eligible to apply for financial aid. Most students receive financial assistance each year, funded by Laurelbrook Nursing Home, gifts to Laurelbrook Academy, and endowments.

Annual Financial Supplement

See the annual Financial Supplement for the current school year for financial information and amounts. Information included in the supplement:

- Tuition, Fees, Entrance Fees, and Payment Plans
- Discounts
- Transportation fees
- Prices for guest accommodation

Entrance Fee

This non-refundable fee (see current Financial Supplement) is charged to each student.

This fee covers:

Boys/Girls Club	Community Outreach
Student Activities	Registration Fee
IOWA/ACT Testing	Student Association
Entertainment	Student Accident Insurance
Library	Yearbook
Vocational Uniform	Field Trips
Textbooks	Graduation Attire (11&12)

This fee DOES NOT cover:

School uniform	Private Music Lessons
Int'l Mission Trips	Personal Medical Costs
Airport Transportation	I-20 Processing
ACT Testing	Technology fee
Senior Trip	

Technology Fee

This annual fee covers the expense of technology upkeep in the school, internet, printing, browsing filter, licenses, insurance, and subscriptions.

Payments

Statements are mailed on or about the fifth of each month. Payment is due by the thirtieth of each month to avoid late fees. All checks, bank transfers, or money orders should be made payable to Laurelbrook Academy in US funds and sent directly to the school. We also accept PayPal, debit cards, and credit cards. These charges, divided into ten equal billings, will be shown in your statements.

Cash Items

The following students' expenses may not be charged to student accounts. Exceptions must be approved by the Business Manager.

- Airport transportation
- Ensemble uniform or outfit
- Other school apparel
- Doctor's office visit co-pays
- Liability exchange (cash for students)

Application Fee

There is no application fee for Laurelbrook Academy.

Cafeteria Charges

Dormitory students are charged a flat rate for food service, and are encouraged to come to all meals. There is no refund for missed meals. The flat rate takes into consideration meals not served while students are not on campus due to home leaves and scheduled vacation times.

Village students and their parents need to choose one of the meal plans according to their staff benefits.

Visitors are encouraged to donate for any meals while at LBA cafeteria.

Pathfinders

There are three ways to pay for the Pathfinder club membership, which will be deducted from the student allowances. For the actual amounts refer to the current Financial Supplement.

- One-time annual fee
- Two-time fee (August & January)
- Monthly fee (Aug through May)

Allowances

Students are given a monthly incentive according to their performance in the categories of academics, citizenship and vocational. The business manager will average the grades from teachers, deans/staff parents, and vocational instructors and give students their allowance accordingly.

- Freshmen Up to \$25
- Sophomores Up to \$40
- Juniors Up to \$45
- Seniors Up to \$50
- Supervisors Additional \$5
- CNA \$70
- Resident Assistants Additional \$5

Refunds

Students who enter late or are absent for a time, but who make up back work and receive credit will be charged full tuition. A student entering school at an irregular time will be charged from the beginning of the week in which he/she enters. A student leaving school at an irregular time will be charged through the close of the week in which he/she leaves. No rebates are made for vacations. Students who have a leave of absence for more than two weeks will be refunded the room and board fee.

School Pictures

All students will be photographed free of charge and the pictures will be sent to them electronically.

Student Safe

Since students have miscellaneous cash needs from time to time, they may keep cash in the safe at the dorm for these expenses as they arise. Deans are responsible for managing the safe. The safe is also where students may store their passports,

Students Without Health Insurance

If students do not have health insurance, a deposit is required at registration for medical copay, doctor visits, and prescriptions. Parents are responsible for any additional medical costs for their child during the year. See Financial Supplemental for more information.

Transcripts

The first transcript issued after graduation is free. See the current Financial Supplement for the fee for additional transcripts. No transcripts can be issued for students who have an unpaid bill.

Transportation Fees

See Financial Supplement for home leave transportation fees. Transportation to either Atlanta or Nashville is provided only when a staff member is available to drive. The 300-mile round trip takes approximately seven hours. Please do your best to schedule any flights into Chattanooga rather than Atlanta or Nashville.

Town Trips

Monthly town trips to Dayton will be provided for dorm students at no charge.

Ways to Pay

Laurelbrook Academy is committed to helping teenagers meet the financial obligations of Christian education. While some families have the financial resources to pay their students' bills in cash, many others need to take advantage of other means to meet their obligations.

Payment options include:

1. Cash
2. Check and Money Order
3. Bank Transfer
4. PayPal
5. Debit and Credit Cards
6. Earnings from the student's vocational program
7. Financial Assistance

Tuition fees are payable in US dollars.

Flexible Payment Plans

1. **One-time payment:** tuition and fees are due in August (5% discount).
2. **Two-time payment (50/50):** 50% is due in August and the remaining 50% is due in January.

3. **10-month payment plan:** The tuition and room and board balance is divided into 10 monthly payments. Late fees apply.

The following will be blocked unless the student account is up to date:

- Release of transcript
- Graduation participation
- Final exams
- International mission trips

Financial Commitment

All parents/guardians will receive a financial commitment letter which must be signed and sent to the Business Manager as part of the acceptance process. This will be used to determine your monthly payment amount.

Collection Policy

LBA must collect tuition in a timely way in order to operate. If you believe you will have difficulty meeting this policy, we invite you to apply for student aid by contacting the Business Manager.

1. All account balances from Laurelbrook or any other school must be paid, or acceptable arrangements made with the Business Manager before entering the next semester. This applies to both the Fall and Spring semesters of the school year.
2. A financial plan will be developed with the Business Manager that will result in a zero balance account by the end of the current school year.
3. If a student fails to meet the student labor agreed upon in the financial plan, the parent/guardian will be responsible for the full balance.
4. Failure to make a monthly payment will result in a contact from the Business Manager. For any month in which no money is received on a given account, a late fee of \$20 will be added.
5. If an account becomes 60 days past due, the Business Manager will ask for an agreed-upon payment to be received within 10 days, or school services will be suspended to the student.
6. Before they may participate in graduation exercises and receive their diplomas, all seniors' accounts must be paid in full. To allow for timely processing, final payment should be received by May 25.

Discount Plans

Family Discount

Families having more than one student attending LBA at the same time will be given the following annual discount per student on tuition only.

<i>Students per family</i>	<i>Discount</i>
2	\$ 500
3+	\$ 1,000

One-Time Payment Discount

Parents desiring to pay the total yearly fee in advance will be granted a 5% discount.

Two-Time (50/50) Payment Discount

Those desiring to make two payments during the year must pay 50% in August and 50% in January. A 3% discount will be applied.

Missionary Discount

This discount is granted to the students whose parents are either employed by the SDA church or are missionaries overseas. Contact the Business Manager for more information.

Worthy Student Discount (need-based)

Families in financial need qualify for the Worthy Student Discount. These students can receive an annual \$1,000 discount. Applications are available on our website. To obtain this discount, applicants must apply for eligibility (household income, other children in SDA schools, etc.). Upon acceptance, students must participate an additional two 40-hour weeks in the vocational program.

Students granted this discount will...

1. Demonstrate exemplary citizenship (3.5 and above)
2. Maintain a GPA of at least 2.5
3. Comply with reduced vacation plan (be involved in vocational activities for a minimum of 11 weeks during breaks throughout the school year)

Financial Assistance

Honor Scholarships (merit-based)

Each year several students are awarded between \$500- \$1,000 in scholarship. To qualify for these, students must give evidence of academic promise, extracurricular involvement, as well as a commitment to the values which Laurelbrook Academy was established to nurture. This scholarship is for returning students only and it is granted before the school year begins.

Music Scholarship

This scholarship is granted to students with demonstrated intermediate to advanced musical abilities. They are expected to participate in the choir, ensemble, church services, and

other musical performances. See Financial Supplement for more information.

Vocational Scholarship

This scholarship is for returning students who have excelled in vocational activities and have participated for 11 weeks or more during the previous school year.

Vocational-Tuition Assistance (VTA)

This program allows students to earn a significant portion of their tuition through their vocational participation during any of the 18 available weeks throughout the calendar year.

Students earn \$300 per each 40-hr week when involved in VTA, which is applied to their account.

The following chart shows the number of weeks a student will need to participate in VTA depending on the tuition plan selected:

Number of required weeks in VTA per year						
Weeks Available	Summer Break	Fall Break	Winter Break	Spring Break	Total	VTA \$
Tuition Plan	10 weeks	2 weeks	4 weeks	2 weeks	18 weeks	
A	5	1	2	1	9	2,700
B	7	1	2	1	11	3,300
C	5	2	2	2	11	3,300
D	9	2	3	2	16	4,800

For more information on the vocational program, see the vocational section of this handbook.

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