

# Student Handbook

2024-2025



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

**\*\*Any revisions to this handbook will be emailed  
to you**

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## STATEMENT OF FAITH

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We believe in:

1. The verbal inspiration of the Bible.
2. One God, existent in the Father, the Son and the Holy Spirit.
3. The virgin birth, sinless life, substitutionary death, bodily resurrection, and the personal, literal, visible return of Jesus Christ.
4. The total depravity of man, brought on by choosing sin, as described in Genesis 3.
5. Salvation by grace through faith in Jesus Christ.

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## CHURCH AFFILIATION

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Children who attend Westwood Heights Baptist Church or another church of "like faith" are eligible for enrollment in Omaha Baptist Academy. Church of "like faith" enrollees will be handled on a case by case basis.

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## CHURCH ATTENDANCE

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All students in Omaha Baptist Academy are expected to attend the majority of the services of their local church. *This includes the time when school is not in session.*

If members of Westwood Heights Baptist Church transfer their church membership to another local church, their children may be withdrawn from Omaha Baptist Academy immediately.

Students who fail to attend the majority of their church's regularly scheduled services will not be allowed to enroll the next school year.

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## ADMISSION

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Omaha Baptist Academy admits students of any race, color or national origin and does not discriminate on the basis of race, color or national origin.

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## ADMISSION PROCEDURES

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### **Elementary Grades:**

1. The child's parents or guardians must be members of a conservative Bible believing Church.
2. The parents must evidence a sincere desire for serving the Lord.
3. The parents and administrator will discuss the enrollment of the child.
4. Achievement tests and report cards are reviewed to determine the grade level of the prospective student.
5. If necessary, we will administer tests to determine the grade level of the student.
6. The school board retains the final authority to accept or reject an applicant.
7. Kindergarten students must turn 5 by October 15th of the year in which he/she will enroll.
8. Proper forms are to be completed.

### **Secondary Grades:**

1. The same steps as for elementary grades are followed.
2. The administrator will meet with the prospective student to determine their willingness to attend Omaha Baptist Academy.
3. In the case of a secondary student, it is not necessary for his/her parents or guardians to faithfully attend church, as long as the prospective student does.

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## ATTENDANCE

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### School Day

K - 8th	8:15 a.m. - 3:15 p.m.
9th - 12th	8:00 a.m. - 3:15 p.m.

School dismisses at 12:00 p.m. every Friday. **Please try to schedule doctor and dental appointments after that time.**

### Advance notification policy

The parents must provide a note to the teacher that identifies the dates for the expected absence. The student needs to make arrangements with his/her teacher to do the work in advance of the absence(s). The teacher will provide the work that needs to be completed. The student and parent will agree with the teacher that all work will be completed within the agreed upon timeframe.

### Unexpected absence notification policy

The parent must place a courtesy **phone call or text to the child's teacher** advising of the absence.

### Maximum number of absences (Advanced or Unexpected)

Listed below are the guidelines for the maximum number of absences allowed.

No more than 7 days per semester

No more than 12 days per year

Days will be measured in 1/2 day increments and will include medical appointments

Any student whose absences reach either the semester or school year maximum allowance will have his/her readmission reviewed by the parent school board prior to the following school term. Appropriate consideration will be given if an extended illness was involved. Attendance is required for all students on the last day of school.

### High School students outside employment

Any high school student who wishes to have his/her class schedule modified to accommodate employment should present the matter to the Parent Board. Each case will be handled individually.

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## **BEFORE AND AFTER SCHOOL**

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Please do not bring K-6th grade students to school before 8:00 a.m. unless absolutely necessary.

We can provide supervision for 15 minutes before and after school ends. If you cannot be here before then, please let us know.

Students are not allowed behind the building unless accompanied by an adult.

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## **BIRTHDAY CELEBRATIONS**

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Students will be allowed to bring treats or lunch for either their class or the whole Elementary, Jr. High, or Sr. High. NO presents please.

Please notify your child's teacher of your plans ahead of time. Please let the teacher know what students the treat or lunch is intended for.

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## **CLASSROOM DISCIPLINE**

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Students are to be well behaved and obedient to ALL adult supervision. This includes the student's teacher and all other teachers as well as any adult volunteering at the school.

Each teacher is given a great degree of latitude as far as classroom discipline is concerned.

In no instance will physical or verbal abuse be tolerated within this school. This includes:

Student to staff member  
Staff member to student  
Student to student

Teachers use detentions and whatever form of classroom discipline he/she deems appropriate.

Omaha Baptist Academy does not use corporal punishment. We may encourage a parent to use it, but staff members do not spank students.

If the staff member believes the situation warrants, the student is brought to the Administrator's office. The Administrator will either recommend a course of action or contact the parents.

Suspensions or expulsions come only after the Administrator and Parent Board have met to discuss the problem and determine that the student needs to be suspended for a certain length of time or else expelled.

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## CODE OF CONDUCT

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Students should abide by a Christian code of conduct at all times, both in school and outside of school. Students who participate in questionable conduct outside of school may forfeit their right to attend Omaha Baptist Academy the following year.

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## ELECTRONIC DEVICES

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Students will NOT be allowed to access their personal email or any social network (i.e. Facebook, Instagram, etc.) while at school.

Use of MP3 players and headphones will NOT be allowed on school property.

All cell phones will need to be turned off between the hours of 8:00 a.m. and 3:15 p.m. No texting will be permitted during school hours.

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## FIELD TRIPS

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Parents are required to sign a field trip permission slip at the beginning to each school year. They will also be notified in advance of upcoming field trips. If parents desire their child(ren) not to participate in a particular field trip, we ask that you make arrangements to care for your child at that time.

All students are expected to follow appropriate field trip dress code guidelines. *See Uniform and Dress code Standards.*

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## GRADING SYSTEM

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Letter grades are given for daily work. The work is recorded in percentages, according to the following scale:

A+	100-98	B+	89-87	C+	79-77	D+	69-67
A	97-93	B	86-83	C	76-73	D	66-63
A-	92-90	B-	82-80	C-	72-70	D-	62-60
F	59 or below						



## GRADUATION

Graduation ceremonies are held in the auditorium of the church. The ceremony date and time will be finalized toward the end of the school year. All junior and senior high school students are required to attend. Cap and gown fees will be the responsibility of the students and parents.

20.5 credits are required for graduation. The following credits are required:

English	4 credits of English and Literature; 1 per year
Social Studies	3.5 credits needed for graduation  .5 credit Geography 1 credit World History 1 credit American History .5 credit American Government .5 credit Economics
Science	4 credits needed for graduation  1 credit Science 9: Matter and Energy 1 credit Biology 1 credit Chemistry 1 credit Physics
Mathematics	4 credits needed for graduation  1 credit Algebra I 1 credit Algebra II 1 credit Advanced Math I 1 credit Advanced Math II 1 credit Calculus  OBA academic standards suggest a math course each year for grades 9-12, 2 of which must be Algebra 1 and Algebra 2  <b>Administration and faculty has the discretion to offer substitute Math courses administered by the school.</b>
Bible	2 credits of Bible
Physical Ed.	2 credits in Physical Education
Foreign Language	1 credit of Foreign Language

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## **INTERNET CODE OF CONDUCT**

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Church WIFI may not be used to access illegal or immoral websites, or for illegal and immoral purposes. Students are expected to do their own work and provide their own answers to assignments, quizzes and tests. As such, students may not violate any copyright laws when accessing the internet. They may not copy or memorize answers from study websites (such as but not limited to Quizlet), and provide them as their own.

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## **LUNCH**

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Microwave ovens and refrigerators are available. Please have your child bring all utensils and dishes needed for their lunch. If food needs to be cut or peeled, please have that done ahead of time. The teachers have a very limited lunch time and cannot spend it all preparing your children's food.

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## **MEDICAL GUIDELINES**

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No staff member is allowed to administer any prescription medication without the written consent of the parent. Non-prescription pain relievers will be allowed following the guidelines set by the parents on the *Permission Form*.

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## **PERSONAL ERRANDS**

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Students must ask permission to leave the premises to get lunch or run errands. The teacher needs WRITTEN parental permission before any student is allowed to leave school.

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## **PETS**

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Before ANY pets are brought to school, the student must have the permission of the teacher in whose room the pet will be visiting. All pets must be caged or leashed.

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## **REPORT CARDS**

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The school year is four quarters, each approximately nine weeks long. Report cards are handed out on the second Monday following the end of the nine weeks.

During the first 3 quarters, the report cards are to be reviewed by the parents, signed, and returned to the school. In order to receive the final report card of the year, the tuition bill must be current. Parents may keep the final report card of the year.

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## SCHOOL CLOSINGS

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Bad weather may force the school to close from time to time. We have found that because people come from such great distances, we are prone to close school more readily than state schools.

It is always your choice whether to bring your child to school. If you are not coming, please text the Pastor as soon as possible.

Whenever possible, school closings will be announced by 8:00 p.m. the night before the cancellation. School will not be canceled just on the forecast or prediction of bad weather.

If we are unable to announce closings the night before, you will be notified by 7:00 a.m. with a text from the school.

On days the state (public) schools close due to inclement weather, we will also cancel school.

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## STUDENT CARS AND PARKING

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Any student who drives to school must have a valid driver's license.

All vehicles parked on the church lot must have liability and comprehensive insurance.

Students may not be in their car during the school day without permission from a staff member.

Students may not drive other students to school functions without permission from both sets of parents.

Driving privileges may be suspended if the driver is careless in his/her driving manner.

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## SUPPLIES

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**All school supplies (folders, lunchboxes, etc.) and clothing should be free of any offensive material. The staff retains the right to determine if something is "offensive."**

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## TELEPHONE USE

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Students may use the telephone during his/her break provided he/she has permission from a faculty member. Phone calls should be local and kept to two minutes in length.

**To minimize class interruptions, students will be given messages for incoming calls.**

All cell phones will need to be turned off between the hours of 8:00 a.m. and 3:15 p.m. No texting will be permitted during school hours.

## TUITION INFORMATION

Each family may select a tuition payment schedule of 10 or 12 payments per year. Please contact the school office to confirm your preferred payment schedule.

Non-Member	<b>\$2580.00.00 per year, for each child enrolled</b>
Member	1st child: <b>\$1,998.00</b> 2nd child: <b>\$1,998.00</b> 3rd child: <b>\$1,936.00</b> 4th child: <b>\$968.00</b> 5th child: <b>Free</b>

\*\*\*Please note that tuition does include books and registration, but does not include Fine Arts registration fee, Track Meet registration fee or Graduation expenses.

**Tuition will be increased by 3% each year.**

## UNIFORM AND DRESS CODE STANDARDS

The Parent Policy Board developed the uniform and dress code standards out of a desire to please and honor God in appearance. The regulation of clothing is an extremely personal and sometimes difficult issue. It is our desire to not battle with a student and family because of a worldly and indecent appearance. As a reminder, all staff members are expected to monitor appearance and are authorized to make initial decisions about the appropriateness of any clothing item or accessory worn to school.

### ALL STUDENT GROOMING

Item	Boys	Girls
Hair	Neat and clean Short, off the collar & ears Shaving a portion of the head is not acceptable No facial hair Sideburns no longer than the middle of the ear No highlighted hair is allowed	Neat and clean Use good taste & restraint in hairstyles and decoration 7th - 12th grade only: Hair may be highlighted but must remain natural color
Grooming, jewelry piercings, etc.	Students should be well groomed at all times. No jewelry or other items should be a distraction for the students. If the staff perceives any grooming to be offensive or immoral, the student will be asked to make changes.	

## UNIFORM AND DRESS CODE STANDARDS CONT.

### GRADES K - 6TH UNIFORM DAILY CLASS WEAR

ITEM	BOYS	GIRLS
Shirt	Burgundy, Navy or Dark Grey (color of PE shirt) polos. Short or long sleeved is acceptable.	
Pants	<b>BOYS ONLY:</b> Navy blue dress pants; belt must be worn if pants have belt loops.	
Jumper or skirt	<b>GIRLS ONLY:</b> Blue Jumpers from past years may be worn but no new jumpers will be made. Navy <b>French Toast Skirts ONLY</b> (available at French Toast & Amazon) <a href="https://www.frenchtoast.com/Pleated-Skirt-Girls-4-6X-7/p/1066">https://www.frenchtoast.com/Pleated-Skirt-Girls-4-6X-7/p/1066</a> <a href="https://www.amazon.com/dp/B01DDDH094/ref=cm_sw_r_em_api_i_c_0Aj7CbF3FDC9C">https://www.amazon.com/dp/B01DDDH094/ref=cm_sw_r_em_api_i_c_0Aj7CbF3FDC9C</a> <b>Must cover the knee when sitting or standing</b>	
Sweatshirts/ Sweaters	Sweatshirts and sweaters that will be worn in the classroom must be navy or burgundy in color.	Sweatshirts and sweaters that will be worn in the classroom must be navy or burgundy in color.
Socks	Color must be white, navy, or black. Socks must be worn.	Color must be white, navy, burgundy, or black. Socks, anklets or tights must be worn. Leggings worn under the jumper must be white, navy, burgundy, grey or black. (no patterns or designs allowed on the tights or leggings) Nylon hose may be worn only by grades 7 -12
Undergarments	As appropriate Only white or the OBA t-shirts are allowed (no colored t-shirts)	As appropriate Only white or the OBA t-shirts are allowed (no colored t-shirts)
Shoes	Ankle high boots may be worn Athletic type shoes are acceptable. Must be "non-marking"	Heels no higher than 2" Absolutely NO flip flops are allowed Must be worn and <u>KEPT ON</u> during the school day Shoes must have a "back" to them Must be "non-marking"

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**UNIFORM AND DRESS CODE STANDARDS CONT.**

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**GRADES 7TH - 12TH NON-UNIFORM GENERAL GUIDELINES**

<b>ITEM</b>	<b>BOYS</b>	<b>GIRLS</b>
General	Nothing tight, form fitting or see through	Nothing tight, form fitting or see through
Shirts	Button up the front dress or casual Polo shirts - <b>MUST HAVE A COLLAR</b> Crewneck, V-neck, or turtleneck sweaters Must be tucked in unless specifically made to be worn untucked	Nothing sleeveless or cold shoulder No low cut shirts will be allowed 3 fingers from collarbone <b>Undergarments should not be visible</b>
Pants	No blue denim Undergarments should not be visible	None allowed
Skirt/ Dresses	None allowed	Must cover the knee when sitting No slits above the bottom of the knee when sitting Slits above the bottom of the knee must be sewn NOT pinned Cannot "cup" the seat Colored, patterned denim fabric is allowed but no blue denim Undergarments should not be visible
Belts	Must be worn if pants have belt loops	
Socks	Must be worn Either white or color coordinated	Hose or socks do not need to be worn
Shoes	Ankle high boots may be worn No work, cowboy or combat style boots Athletic type shoes are acceptable.	Heels no higher than 2" Absolutely NO flip flops are allowed Must be worn and <u>KEPT ON</u> during the school day

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**UNIFORM AND DRESS CODE STANDARDS CONT.**

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**GRADES K - 12TH PHYSICAL EDUCATION**

<b>ITEM</b>	<b>BOYS</b>	<b>GIRLS</b>
Shirt	OBA Only	OBA Only
Sweatshirt	OBA or other solid color	OBA or other solid color
Pants	Athletic, Sweats or Joggers No "pull off" pants Must NOT be tight enough to cup the bottom, or show the outline of undergarments Must be black, blue or grey	Athletic, Sweats or Joggers No Yoga, Leggings or Spandex Must NOT be tight enough to cup the bottom, or show the outline of undergarments Must be black, blue or grey
Culottes	None allowed	Must be BLACK OR NAVY
Tennis shoes	Must have a "NON MARKING" sole.	Must have a "NON MARKING" sole.
Socks	Color Coordinated	Color Coordinated

**GRADES K - 6TH FIELD TRIP**

<b>ITEM</b>	<b>BOYS</b>	<b>GIRLS</b>
Shirt	OBA T-shirt	OBA T-shirt
Sweatshirt/ Sweater	Coordinated to uniform	Coordinated to uniform
Pants	Blue jean denim pants or daily class wear pants **Jeans must NOT be ripped	None allowed
Skirts	None allowed	Blue jean denim or navy blue culottes Denim skirts
Socks	Coordinated with uniform	Coordinated with uniform
Shoes	Tennis shoes may be worn	Tennis shoes may be worn

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## UNIFORM AND DRESS CODE STANDARDS CONT.

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### GRADES 7TH - 12TH FIELD TRIP

ITEM	BOYS	GIRLS
General	Follow daily class wear general guidelines Blue jean denim is acceptable **Jeans must <b>NOT</b> be ripped	Follow daily class wear general guidelines Blue jean denim is acceptable (skirts, culottes, jumpers or dresses)

### ALL STUDENTS "SPECIAL OCCASION" days

Denim Day: All grades will follow the 7th-12th grade field trip guidelines  
\*\*Jeans must **NOT** be ripped

Elementary "Birthday" Day: Students will follow the 7th-12th grade daily wear guidelines

Picture Day: Students will follow the 7th - 12th grade daily wear guidelines

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## VISITORS

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We generally discourage visitors in the classroom for any length of time, unless he/she is a prospective student.

All visitors need to follow these guidelines:

1. The administration and teacher will be notified in advance of any prospective visitor.
2. All visitors need to follow the hair and dress code.
3. Visitors should bring a book to read or something they can do quietly.
4. Visits will be limited to a maximum length of one day.
5. Parents are allowed to visit their child's classroom. Please give advance notice to the teacher. We ask that the parent observe but **NOT** participate in the classroom