

The information in this section of the handbook applies to ALL students of Northeast Baptist School. There are color-coded sections with policies that pertain to specifics of Preschool (K3, K4, K5), Elementary (grades 1 - 6), and Upper School (grades 7 - 12).

## Compliance with this Handbook

By signing the Statement of Cooperation (7<sup>th</sup> – 12<sup>th</sup>) and the annual Emergency Card, parents and students agree to uphold the regulations and other provisions outlined here. The administration has tried to anticipate as many problems as possible; however, as situations arise which are not precisely covered in this handbook, the administration will have the authority to use their discretion. Further, Northeast Baptist School administration reserves the right to amend this handbook for what it believes are justifiable reasons. If changes are made, all parents will be sent prompt notification. In this handbook, wherever “parent(s)” is used “parent(s) or guardian(s)” is implied.

## **STUDENT ENROLLMENT**

### **NEW STUDENT Admission - All Students**

1. Each year NBS will begin accepting new student applications on March 1<sup>st</sup>. New student applications will be accepted throughout the year depending upon space availability. (Historically, students are not enrolled during the last quarter.)
2. The completed application with supporting documents and fee (\$50 for 1<sup>st</sup> – 12<sup>th</sup>) must be submitted in order for a student to be considered. Supporting documents include Church Reference letter for 7<sup>th</sup> – 12<sup>th</sup>, previous report cards, current report card, standardized test scores, and transcript. A completed teacher reference from their previous school will be requested by NBS. That reference will be part of the consideration for acceptance. **Application fees are non-refundable.** An applicant's acceptance into our school will be based upon information on the application form, attendance records, teacher referrals, current testing scores, and submitted academic documentation from previous schools. We do not accept individuals who have a sexual preference that does not agree with God's Word. New applicants will complete an academic review that may include testing procedures and conditional acceptance. 7<sup>th</sup> – 12<sup>th</sup> grade students may also take a nicotine and drug screening test. All submitted information will be considered by the administration.
3. Parents must agree to the discipline and overall program of the school as outlined in this Student Handbook.
4. Our school is considered a Christian ministry and desires to meet spiritual as well as academic needs. We realize, however, that we are not equipped to meet the needs of every student. Therefore, all students cannot be accepted.
5. Once accepted, a **non-refundable registration fee will be paid in order to reserve a place in his/her class.** Only the administrator may approve exceptions to this policy.
6. New students will be accepted for a semester probationary period with periodic evaluations to determine continued enrollment. This will be for discipline as well as academic reasons. Teachers are expected to monitor new students and report any concerns to the administrator as soon as they occur. A student/parent conference with the administrator and teacher may be scheduled during this time to communicate any problems. A meeting of the administrator, teacher, and parents should be scheduled as early as possible if it appears the student is improperly placed or the possibility exists that the student should not continue at NBS. New students may be un-enrolled anytime during their probationary period. At the end of the semester, a final determination will be made to either take the student off probation or have them continue on probation for an additional semester.
7. Parents may not choose their child's teacher. NBS does not guarantee that students will have a certain teacher.

## **NEW STUDENT Admission - Preschool**

1. Parents of a K3 student may register as early as a year before the next school year.
2. Registration for new K4 students will begin on March 1<sup>st</sup>. Students are accepted on a first-come basis, assuming there are no physical limitations under consideration.
3. New students who wish to enroll in the K4 or K5 classes after October 1<sup>st</sup> will be reviewed by the Principal and the preschool director. Special consideration will be given to students transferring from an ABeka school.
4. The age of students applying for Preschool (K3, K4, K5) should be 3, 4, or 5, respectively by Sept 30<sup>th</sup> of the school year.

## **NEW STUDENT Admission - 1<sup>st</sup> - 12<sup>th</sup>**

1. Applicants in 1<sup>st</sup> – 12<sup>th</sup> grades may interview with the Principal. Students in 7<sup>th</sup> - 12<sup>th</sup> grades may be tested for nicotine and drugs before acceptance. Students who do not pass the nicotine tests may apply again in 6 months. Students who do not pass the drug tests may not re-apply.
2. New students in 7<sup>th</sup> - 12<sup>th</sup> grades will be required to sign a Statement of Cooperation agreeing to abide by the rules of the school and set a good example outside of school. These new students must also submit a letter of spiritual reference from a pastor, student pastor or Bible teacher.
3. New students are given a placement test to determine if they are ready for the grade for which they are applying. Students that have been home schooled may be given a placement test to determine their grade placement and credits awarded for courses taken. Homeschoolers may be required to pass an academic test for each credit given for a high school homeschooling course.
4. When behavior and attitude are uncertain, references from three sources will be reviewed: a former teacher or Principal, Sunday school teacher, Pastor, or leader.
5. New students wishing to enroll in the 1<sup>st</sup> – 12<sup>th</sup> grades after October 1<sup>st</sup> will be considered by the admission committee (Principal, Director, and teacher) Generally new students that live within the Ouachita Parish area who wish to enroll after October 1<sup>st</sup> must wait until the end of a quarter. When available, these students will be required to attend our school tutor for three hours (cost to parents) during the first three weeks to ensure academic performance is in alignment with our classes.
6. The admission committee will decide whether to accept an expelled or suspended student. Letters of reference are considered by the committee.
7. Students who leave NBS will not be re-admitted a third time.

**Northeast Baptist School admits students of any race, color, nationality, or ethnic origin. NBS extends to each student all the rights, privileges, programs, and activities generally accorded or made available through the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and school-administered programs. Our school has an agreement with the Louisiana Health Department for student health screening and certain health education classes. Students that profess a sexual orientation that is contrary to God's Word will not be accepted and may be un-enrolled from NBS upon discovery.**

## **RE-ENROLLMENT**

**Current** students begin re-enrollment on **February 1<sup>st</sup>**. A student may be denied re-enrollment if the student or their parents have not shown support for the school's standards, policies, and teachers or if their financial account is not current. Parents may not choose the teacher that their child will have. NBS does not guarantee that students will have a certain teacher. Students who have a D or F in Bible for two consecutive semesters may not be re-enrolled.

## **ATTENDANCE**

### **MORNING ARRIVAL**

	<b>Grades 7 – 12</b>	<b>Grades K5 – 6th</b>	<b>K3, K4</b>
<b>First Bell</b>	7:45 a.m.	7:55 a.m.	Morning Arrival 7:30-8:00
<b>Tardy Bell</b>	7:50 a.m.	8:00 a.m.	
<b>Class Begins</b>	7:50 a.m.	8:00 a.m.	8:00

**Additional age-group attendance guidelines are given in each colored section of this handbook.**

### **MORNING TARDINESS – 3 Tardies equals one absence for report cards, awards, and make-up work.**

1. It is of utmost importance that each student arrives at school by the first bell each morning. The tardy bell rings five minutes after the first bell. Students should be in their rooms by their tardy bell in order to be counted on time.
2. Tardiness will not be excused when there is no explanation from the parent. Phone calls from parents will be accepted.  
**Students will only be allowed 3 excused tardies per semester.**
3. K5 – 6<sup>th</sup> grade students should be in their classrooms no later than 8:00. After 8:00 students must be checked in (signed-in) through the main office and students must obtain a **tardy slip** from the elementary attendance keeper. The elementary attendance keeper will determine if the student is excused or unexcused, determine the appropriate tardy punishment and record in the attendance book. When the student returns to class with the **tardy slip**, the teacher records on the **attendance card** if they are excused or unexcused.
4. **Students (7<sup>th</sup>–12<sup>th</sup>)** who arrive tardy shall report to the upper school attendance keeper for a **tardy slip**. They will not be permitted into class without this. A student that arrives after 7:50 but before 2<sup>nd</sup> period (unless it is an excused Late Check-in with a Doctor/Appt Note) is considered tardy and will receive a **tardy slip**.
5. **Parents who want their student to be excused shall either come in with their student to explain, speak to the HS Attendance keeper by phone, or send a message of explanation.** A student will receive no more than 5 excused days of pre-approved family/personal time (out-of-town family reunion, family vacation, sibling graduation, etc.) two of which may be non-preapproved family/personal time.

## **EXCUSED Morning TARDINESS**

All records of excused and unexcused tardiness will be kept by attendance keepers/personnel. Each semester begins a new tally for tardies. Teachers will record these on their attendance card. Each quarter these records will be verified. The following reasons will be accepted as excused tardiness:

1. The bridge was up.
2. Sick family member.
3. A family emergency occurred.
4. The car had trouble.
5. A train stopped traffic.

Each student will be limited to **three excused** tardies per semester. When a student receives a tardy notice, parents will be notified that the student was excused or unexcused through their email, the mail, or in the student speckled book. After the 3<sup>rd</sup> tardy, a message will be sent to the parents stating "There will be no more excused tardies this semester."

## **UNEXCUSED Morning TARDINESS** **Students in 7<sup>th</sup> – 12<sup>th</sup> will receive a write-up worth 2 demerits for each unexcused morning tardy to class. Students cannot make up class work missed due to unexcused morning tardies.**

Upon the first, second, and third unexcused morning tardy, a message with a warning will be sent to the parents through their email address or mail if no email is available. The purpose of this notice is to make sure the parent is aware of the unexcused morning tardy on the student's record. 3 tardies equals an absence. These absences will be reflected in credit recovery absences.

The fourth unexcused morning tardy will result in a message with a deadline to pay a tardy fine or a date to serve a detention. Parents have the option of paying \$5 per tardy. Students may not be admitted to class if the tardy fine is not paid or the detention is not served by the deadline. Parents may opt for students to complete Pace work due the next day in lieu of the \$5 tardy fine.

The fifth unexcused morning tardy will result in a message with a deadline to pay a tardy fine or a date to serve two detentions. Parents have the option of paying \$5 per tardy. Students may not be admitted to class if the tardy fine is not paid or the detention is not served by the deadline. **A meeting with parents and Principal will be scheduled. Students will not be admitted to school if parents do not attend the meeting.**

Upon the sixth unexcused morning tardy, the student will be suspended for the day following the tardy. Each unexcused morning tardy following the sixth will be an automatic day of suspension.

**LATE Morning CHECK-IN** Parents may check students (K5 – 12<sup>th</sup>) in late if they have an early morning appointment. These students will not be marked tardy. (Their attendance card will be indicated with an "L".) The student will get an admission slip from the admissions personnel to present to the teacher. Parents must bring a doctor's excuse or appointment verification in order for the student to be excused for missing class. Hair appointments should not be scheduled during an academic class.

## **ABSENTEE POLICY**

After an absence, all students (K5 – 12<sup>th</sup>) must get an admit slip from the attendance keeper. A parent must call (325-2077) or send a note to the office if they wish for his/her student to be excused. The absence will be unexcused if a parent does not call or send a note with the student by the day the student returns to school. If an unexcused absence is given due to failure to bring a note upon return to school, that student has only the next day to remove the unexcused absence. **Students cannot make up work for unexcused absences.** The local truancy officers have instructed NBS to report any student who has 6 unexcused absences.

## **CREDIT RECOVERY WORK**

For 1<sup>st</sup> – 12<sup>th</sup> grades: Upon the 11<sup>th</sup> absence from a school, credit recovery work will be assigned at a cost per day. If absences go over 20, the cost for each day's lessons will double. Detailed guidelines for credit recovery work can be found in the elementary and upper school pages.

## **EXCUSED ABSENCE**

### **1) Absences due to illness:**

- A) Parents are to secure make-up work from the teacher on a daily basis. Parents that call the school by noon will be allowed to pick up their student's work by 3:00 p.m.
- B) An allowance of one day back at school per day missed will be given before "regular class" make-up work is due.
- C) Students who are present for a major test review but miss the day of the test, will be given the make-up test upon returning to school. A major test will not be given on the day of return when the review was missed. Weekly quizzes such as spelling, etc., may be given. Tests shall be taken within no more than three days of return. Teacher will determine what time make-up tests will be given.

### **2) Absences due to personal reasons:**

- A) The school will approve any reasonable absence requested by the parents.
- B) Teachers may desire to give work to be completed before returning to class.
- C) Teacher's discretion can be given as to when a test will need to be made up. It may be given on the day of return.
- D) Teachers will not be expected to provide more than two weeks of lesson plans at a time for a student.

**Because NBS wishes to keep class interruptions to a minimum, during school hours when class is in progress, parents are asked to check with the school front office before going to the classroom for any reason.** The office personnel will retrieve students from their classes for check-out, check-in, or to deliver any necessary items to the student.

## **OUTSIDE RECESS (K3 through 6<sup>th</sup>)**

1. Students must stay within the duty teacher's sight at all times.
2. Wrestling, fighting, "play" fighting, tackle football, and hardball are not permitted. This includes riding "piggy back" or any other activity that could hurt someone.
3. Students may bring approved balls or other equipment from home for use at recess. Teachers may use discretion in restricting the use of some toys brought from home. NO electronic toys may be brought from home. Anything lost or damaged is not the responsibility of NBS.
4. Students breaking any of the playground rules will sit out of play or near the building for the remainder of the recess time. If appropriate, other action may be taken by the duty teacher.
5. The teacher will determine when and if jackets are needed for recess. When the temperature (with wind chill) is 38 degrees or below, students will be kept inside. When the heat index is at or above 100 degrees, students will be allowed to have recess inside. They may have limited play time outside when the heat index is at or above 95 degrees.
6. Students should never have rocks or sticks in their hands or use sticks for digging in the ground. They should never throw rocks, sand, mulch, pebbles, or sticks.
7. Preschoolers will not be allowed to push each other on the swings or twist in the swings.
8. While using a slide, students should wait until the student ahead has safely moved out of the way. Students should slide down sitting up, feet first.

## **INSIDE RECESS (K3 through 6<sup>th</sup>)**

When students are required to stay in at recess due to bad weather, inside games will be allowed. Inside recess may be held in the gym if available. No more than two classes (40 total students) will be allowed to play in the gym at one time. Classes will take turns utilizing the gym for inside recess. Board games may be brought to school and kept at school. In the classroom, there should be no running or rough play. Talking should be with an 'inside voice.' **Shoes must be kept on at all times due to the fire code.**

## **AFTER SCHOOL DISMISSAL**

1. Preschoolers (K3, K4, K5) may be picked up from their designated car pick-up area beginning at 2:30 until 3:00.
2. Students in grades 1<sup>st</sup> – 12<sup>th</sup> will be dismissed at 3:00 p.m. All teachers will monitor the afternoon dismissal of students. Students must stay with their class in their designated area. No ball handling is permitted on the sidewalks during pick up. To speed up the pick-up procedure, older students will be instructed to go stand with their younger siblings.
3. Students should be picked up by 3:15 p.m. The parents must call the office if someone other than the names listed on the student emergency card will be picking up the student. A copy of their driver's license will be made and kept on file. Students that have not been picked up by 3:15 p.m. must go to **After School Care** which is available from 3:15 until 5:45 p.m.
4. With parent's written consent on file in the office, a student may be dismissed at 3:00 to leave the campus under conditions specified by the parents.
5. Students will not be allowed to be checked out through the office between 2:30 and 3:00. Parents who need to pick up their students early from school should do so NO LATER THAN 2:30.
6. Restrictions on child pick-up: If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file in the school office a certified copy of the court order of Final Judgment.

## **AFTER and BEFORE SCHOOL CARE (ASC)-(BSC) POLICIES**

1. **Before School Care (BSC) is from 6:30 to 7:30 a.m.** The cost is \$6.00 per day for K3 – 7<sup>th</sup> grade. Students in K3 – 12<sup>th</sup> grades who arrive before 7:30 will be considered a participant in **BSC**. Students will be sent to their designated area when a teacher begins duty at 7:30 a.m.
2. Students that are staying in **ASC** each day will begin to be checked into **ASC** at 3:00. **ASC** charges from 3:15 until 5:45 p.m. at a cost of \$3.00 per hour per child for K3 and K4 and \$6 per hour per child for K5 – 7<sup>th</sup> grade. Fees will be charged in 15 minute increments. Students that are picked up after 5:45 p.m. will be charged an additional \$9 in addition to the hourly rate.
3. When ASC is on the playground, students in K3-K5 must be monitored while on their way to the bathroom.
4. Older students may not remain on campus after 3:15 unsupervised. Any students participating in a school sport are under the supervision of their coach/sponsor. All other students in 7<sup>th</sup> - 12<sup>th</sup> grades will be required to wait in **ASC** for their ride.
5. Students who after two written reprimands do not cooperate with the adult supervision in ASC will not be allowed to participate and **MUST** be picked up by 3:15.
6. **BSC** and **ASC** billing statements are combined and sent out monthly. Families who owe an outstanding balance of \$20 for one month or more may be refused service and may be required to pre-pay per month. Unpaid monthly balances for BSC and ASC will be charged a 10% late fee each month that balances are not paid.
7. Every 1<sup>st</sup> – 6<sup>th</sup> grade student NOT going to car pick up on the sidewalk with their class, must go to the appropriate place to line up for after school care. When all students are assembled, students will walk to the lunchroom with the teacher in charge. All students will remain seated until the after school care worker has taken roll. ASC students **will not have their cell phones out** unless the ASC worker gives permission to call parents.

8. All employees who are still working until 3:25 or later will have their children go to after school care until 3:25 when the employee has completed their duties for the day. The employee will then sign their child out from the after school care worker. After 3:25, employee's student(s) must stay in the room with their parent at all times.
9. When available, 7<sup>th</sup> – 12<sup>th</sup> grade students will participate in a **non-food, non-cell phone-using** Study Hall from 3:00-400. After that time they will join the 1<sup>st</sup> – 6<sup>th</sup> grade. ASC students **will not have their cell phones out** unless the ASC worker gives permission to call parents. All groups will be supervised. ASC Workers will direct students to study time, snack, playground, gym, or playroom.
10. Before and After School Care use of video/DVDs shall be rated "G" only.



**STUDENT ACADEMIC PROGRESS****PROGRESS REPORTS**

The progress report distribution begins on Tuesday at the end of the first complete week of school. They are sent home each week thereafter. If school is not in session on a Monday, progress reports will be sent home on Wednesday.

**1<sup>st</sup> – 6<sup>th</sup> grades:** Progress reports with grades and papers will be recorded on card-stock where parents can see the entire quarter's grades in each subject. School announcements will be included with this report. Parents are to sign and return the progress report with the student within two days. Students who do not return their progress report within two days will be required to serve silent lunch until the progress report is returned. Lost progress reports will result in a \$1 replacement fee.

**7<sup>th</sup> – 12<sup>th</sup> grades:** Progress reports will be emailed by Tuesday of each week. Parents are responsible to let the school know if the progress report was not received electronically so a correction can be made.

**Report cards** are issued four times a year. Each 9-week division of the school year is referred to as a 'quarter.' The first semester includes the first and second quarters. The second semester includes the third and fourth quarters. Report Cards will be distributed within two weeks following the end of each quarter. They are to be signed and returned to the teacher within two days of their disbursement. Students may receive silent lunch until report cards are returned or a replacement report card fee (\$1) is paid by Friday of that week.

**Academic Probation** will be reviewed each quarter after report cards are issued.

**Upper School:** Under consideration will be the five major subjects of Bible, Math, History, Science, and English. If the student's quarter grade in any two or more of these individual subjects is 'D' or 'F', the student will be placed on Academic Probation. Parents will be notified.

The student will have three weeks to bring the grades under consideration up to a 'C' or above. If available, students on Academic Probation in 7<sup>th</sup> – 12<sup>th</sup> grades will attend a study hall instead of PE. Students will receive a grade for their efforts in Academic Probation class which transfers to the class that is being missed. After three weeks, if grades in the delinquent classes are satisfactory, the student will be off Academic Probation and may return to their regularly scheduled class. If the student's grades are not satisfactory, the student will remain on Academic Probation until the end of the quarter.

At the end of the quarter, a committee of the Principal, a director, and a teacher will meet to determine if the student will continue at NBS (and with what accommodations) or if the student will be released from NBS.

**Athletic Academic Probation** will be calculated as follows. The quarter report card grades for the five major subjects are the only grades considered. These five grades will be averaged. A student who has an average of above 'D' and has NO F's will be allowed to participate in school athletic events. A student who has an 'F' on their report card or a 'D' average or below will be placed on Athletic Academic Probation for three weeks.

If available, students on Athletic Academic Probation in 7<sup>th</sup> – 12<sup>th</sup> grades will attend a study hall instead of PE.

Grades will be reviewed at 3 weeks, 6 weeks and 9 weeks. If after three weeks, the average is above 'D' and there are NO F's', the athlete may participate again. If the average is not satisfactory, the student will remain on Athletic Academic Probation. Grades will be checked every 3 weeks for the entire quarter.

To determine if a student is eligible for Fall sports, the previous end of year grades (including summer school) will be used. Two suspensions in one quarter will also take a student out of athletic opportunities for the next quarter.

## **HOMEWORK (K- 12<sup>th</sup>)**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to help students advance in their studies. **Therefore each student is required to complete his homework assignments on time.** We do expect full parent cooperation in seeing that assignments are completed. Repeated delinquent homework will result in steps listed under the heading of Discipline.

Homework is given for several reasons:

Reinforcement: We believe that most students require solid drilling to master material essential to their educational process.

Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

Remedial Activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

Special Activity: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

**Whenever a reading assignment is given as homework, the student can expect a 5-10 question pop quiz the following day. A student should take his reading assignments seriously by being fully prepared.**

## **CURRICULUM and TEXTBOOK INFORMATION**

1. NBS primarily uses curriculum from **ABeka**, **Bob Jones University Press**, **Positive Action for Christ**, **Apologia**, **Alpha-Omega Publications**, and **Accelerated Christian Education**. Thousands of Christian schools around the world successfully use these materials, which are based on sound scholarship, common sense, and the Bible.
2. Our curriculum ensures that students will be taught new grade level material with sufficient review of old material each year. Our curriculum provides for much drill and repetition in a variety of ways, which ensures well-grounded learning. Students can progress steadily from year to year. However, students that fall behind in their ability may be required to attend tutoring at the parent's expense.
3. The use and purchase of textbooks will be included in the book fee from the school. Some books are purchased; some are considered rental fees. The student should have a backpack to carry books to and from school. In case of lost or damaged books, students will be charged for the total cost of replacement.
4. All field trips, guest speakers, and videos are pre-approved by the administration.
5. Video Use Policy: It shall be the policy of NBS that only a "G" rated video/DVD shall be used with students in grades K3 thru 6<sup>th</sup>. A "PG" or non-rated video/DVD that has instructional value and is teacher-recommended will be given consideration for use in grades 7-12. The Principal must approve the use of each video/DVD that is used. Video/DVD use should be LIMITED to instructional enrichment for a topic/subject or unit of study. Occasional use of a video/DVD as a reward is permissible. Before and After School Care use of video/DVDs shall be rated "G" only.
6. Teachers shall emphasize **American Patriotism** as an integral part of the Christian education by instilling a love for our country to build knowledge of our history and respectful support for our form of government. Classroom projects and special programs will be used to instill this into our students.

## **SCHOOL SUPPLIES**

Some classroom supplies will be purchased by parents with a list of needed classroom supplies furnished to each student. Some classroom/school supplies will be paid with a fee collected by the school purchased by the school. Supplies that will be used school wide must be turned in to the school office. Some supplies used in the classroom must be given to the teacher before school begins and others will be brought with the student.

## **LIBRARY POLICIES and PROCEDURES**

### **Mission Statement**

The NBS library's purpose is to provide resource materials that contribute toward an excellent education built on the eternal truth of the Bible and to encourage the development of a strong Christian character.

### **Library Policies**

1. Standard check out period is three weeks. Materials may be renewed if a patron needs them longer.
2. Patrons are limited to six checked out items at a time.
3. The librarian may approve of additional checked out items for school study requirements, such as book reports, research, etc.
4. Due dates are not recorded on library items and overdue fines are not charged. Each week, printed overdue notices are given to teachers to deliver during 1<sup>st</sup> period to applicable students. When a patron has 2 overdue library items, his borrowing privileges will be suspended until items are accounted for. Report cards may be held until overdue library items are accounted for.
5. Fines are assessed for the following reasons: Broken bindings \$5, Damaged recoverable \$5, Damaged irreplaceable is cost to replace item, Excessive Writing \$5, Missing Barcode \$3, Missing Labels \$3.
6. All Accelerated Reader rules must be followed. Cheating will result in disciplinary action.

### **Standards and Guidelines for NBS Library Material Selection**

Northeast Baptist School Library strives to select library materials for their educational value, student interest, and enrichment of all the school community. Both fiction and non-fiction library materials are essential. Nonfiction resources, specially marked and shelved, give facts about our history and the world around us. The highest average ACT score for NBS students is in 'Reading.'

The school recognizes the need and appreciates the generosity of people to assist in expanding the resources of the school library through donations of books and other materials. Because of the distinctive Christian worldview of the school, not every book may be deemed appropriate for the school library to make available to the students.

**The following criteria are to be considered in discerning the appropriateness of a book or other material. The criterion is designed to remove inappropriate material and safeguard the students.**

1. The acquisition of library materials is to be guided by the reading, examination, and checking of standard evaluation aids such as standard publishing catalogs and other media review tools. Recommendations from librarians, teachers, the Principal, parents, and students are given full consideration. Request for Review Forms are available in the library or office. All books that receive a Request for Review will be reviewed by a five-member committee of school personnel, board members, or parents that is approved each year by the Executive Board.
2. Library materials are to provide support for the curriculum.
3. Nonfiction library materials are to educate without compromising the philosophy of the school.
4. Library materials are not to promote or glorify a philosophy or theology that is antagonistic to Biblical teaching.
5. Library materials are not to condone or promote rebellion against appropriate authorities.
6. Library materials are not to use profanity or vile language.
7. The **AVAST** online filter is engaged on all student-use computers and is continually updated with restrictions. Parents are asked to let us know of any computer concerns so that we may address them.

## Accelerated Reader Code of Conduct

Accelerated Reader is a computer-based reading motivational program. With this in mind, students are expected to follow the rules described below:

1. Student must quiz on a book within his assigned ZPD (Zone of Proximal Development) unless given exception by his teacher or the AR monitor.
2. Student must quiz only on a book he has read entirely.
3. Books are not allowed at the computers while AR testing.
4. Talking is not allowed at the computers while taking AR tests.
5. The AR program will allow a student to quiz on a book only one time.
6. Student must not take quizzes for other students.
7. Student must not discuss questions/answers with other students.
8. Student must realize that his/her AR goals, grades, and motivational rewards are dependent upon following these rules.
9. **Consequence:** Any student who breaks an AR rule will receive disciplinary action.



## Learning Lab AR Quiz Accommodation

The point requirement for the students with an IEP who do their English coursework in the Learning Lab will be determined by the librarian, the upper school director, the Learning Lab teacher, and the Principal. A student with an IEP in English that takes their coursework through the Learning Lab has permission after failing an AR quiz to write a one-page hand written summary of the book to earn 85% of the book's point value. The point value assigned cannot exceed  $\frac{1}{2}$  of the student's quarter goal. (Upper School = 12.5). Point value assigned will be at the Learning Lab teacher's discretion based on the quality of the report. Only one AR quiz accommodation allowed per quarter.

## AR REWARDS

Students are rewarded according to the AR points they earn and/or their Average Percent Correct. Both of these values can be found on the TOPS report. A TOPS Report can be printed each time a student takes an AR quiz.

Each classroom sponsors a reading motivational program with corresponding rewards. The library sponsors AR Point Clubs with corresponding rewards. Some rewards commonly given: a sticker placed on a student's TOPS report for making a 100% on a quiz, 10 Point Club a free item from the school's concession stand, 25 Point Club an Eskamoe's free ice cream coupon, 50 point club a coupon from Texas Roadhouse, and 100 Point Club a gift card from BAM for every 100 pts earned.

Principal's Club 1<sup>st</sup> – 6<sup>th</sup> grades – collectively rewarded a day out of school for a planned local outing with the principal (ex Seeker Springs) Principal's Club 7<sup>th</sup> – 12<sup>th</sup> grades – collectively rewarded an opportunity to eat lunch out with the principal.

## Approval Process

1. A student requests permission from the librarian to quiz on a book title that is not included in the NBS library.
2. The librarian gives the student a Request for Approval Form.
3. The book and Request for Approval Form is returned to the librarian with 2 book reviews attached. (Preferred book review websites are on the form.)
4. The librarian will review and screen the book within 3 weeks.
5. The librarian will sign the Request for Approval Form, notifying the student whether or not they have permission to quiz on the book.
6. The student will donate the approved book to NBS Library for other students to be able to enjoy.

An abbreviated list of approved/not approved outside titles is available from the librarian.

## **Acceptable Use Policy (AUP)**

NBS is pleased to be able to offer a campus-wide computers with Internet access for our staff and students. We believe that the benefits of having Internet access, in the form of information resources, exceed the possible disadvantages. Our purpose for making the Internet available is to extend our school's educational goals and objectives. The **AVAST** online filter is engaged on all student use computers and is continually updated with restrictions. Parents are asked to let us know of any computer concerns so that we may address them.

The computer network is provided primarily for students to conduct research and for staff professional use. During school hours, teachers will guide students toward appropriate resources for instructional purposes. This educational opportunity also entails a certain amount of responsibility. It is important that rules be followed. Users are responsible for ensuring that their activities conform to NBS' policies and guidelines.

## **Acceptable Use**

- The Internet is to be used only for educational or professional purposes.
- A teacher has to be present in the room any time a student is on a computer.
- Backup copies of documents are the responsibility of the user.
- If a password is assigned, that password should remain secure.
- All users will be held accountable for their use of NBS' computer network, including any use of the network by someone using their password.

## **Unacceptable Use**

- Private, commercial, political, or illegal use.
- Accessing, transmitting, or downloading inappropriate material.
- Transfer of files or software onto a school computer without approval from an authorized staff member.
- The illegal installation or transmission of copyrighted materials is prohibited.
- Use of random Internet games, blogs, instant messaging, or personal email.
- Usage that causes harm to others or damage to property. Vandalism is defined as any attempt to harm or destroy data or hardware.
- Storing and/or transferring obscene, pornographic, or sexually explicit materials.
- Accessing any area of the computer network without permission.
- Accessing computer files of others.
- Food and liquids are not allowed at any computers.

## **AUP Consent**

Computer network use with Internet access is considered a privilege and entails responsibility. Unacceptable use can result in restriction or cancellation of access privileges. Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Northeast Baptist School. Any questions or issues concerning these policies should be directed to the librarian.

***“Don't go where you don't belong.”***

**GENERAL STUDENT EXPECTATIONS**

**Cheerful obedience and respect** will be shown to authority – teachers, staff, parents, and volunteers. Students should show reverence to God, the Bible, God’s school, and the flags. Respect should be demonstrated to all school property, teachers, parents, and adults.

While at school or on school grounds, **no play items** should be brought except as directed by the teacher or coach. This includes portable music makers of any type, handheld electronic games, playing cards, or trading cards of any type. Any student caught using these or having them in their possession will be required to turn them into the office to be retrieved by their parents.

**CELL PHONES** Students are **not** permitted to have **cell phones** in the school building during school hours. All students with a cell phone on campus shall check-in their cell phones into the library. Students may retrieve their cell phones at 3:00 after school is over. Students caught with a cell phone must ask their parents to retrieve their cell phone from the Principal. Age appropriate demerits are given.

**Chewing Gum** is **not** allowed by students at school at all. Teachers shall not give candy with gum inside as a reward.

**Parties** No birthday or party invitations of any type may be given out at school unless the entire class is included or the party is an all-girl or all-boy party. For the K3-3<sup>rd</sup> grades, there will be no individual student parties given. Parents may provide birthday cake or dessert for the entire class during lunch. Parents of 4<sup>th</sup> – 12<sup>th</sup> grades may consult with the teacher concerning any birthday celebrations.

**Deliveries** for special occasions may be received by a student but must remain at the front desk until school is dismissed.

**Damage to School Property** Each student is responsible for keeping the campus and school buildings neat and orderly. Students are financially responsible for any damage they cause to school property. The fine for most school damage is \$25.

**All students must abide by the language code. Students will not be permitted to make fun of others.** No offensive, rude, or obscene language or gestures will be permitted. They shall not refer to God unless they are talking to Him or about Him in a positive manner. They are not to use curse words. There are other words that should not be used that are commonly used in our society that we consider rude, derogatory, and inappropriate including “shut-up, butt, that sucks, screwed up, what the, freaking, stupid, pimping, pissed, crap, bite me, or pee.”

**Cultural Celebrations** There are no NBS celebrations about Halloween, Mardi Gras, the Easter Bunny, Cinco de Mayo, or Santa Claus.

**Tatoos, etc** Students in all age groups are not allowed to have visible tatoos. They should be covered with a band-aid or washed off. Teachers shall not put tattoo stickers in their prize boxes. Students are not allowed to mark on themselves with ‘sharpies.’ Students in all groups are not allowed to have pierced body parts except for ears (Girls only.) Girls below 7<sup>th</sup> grade are NOT allowed to wear **make-up**. Finger nail polish shall not be brought to school.



## **DISCIPLINE**

### **DISCIPLINE PHILOSOPHY**

*Hebrews 12:10-11 states, "Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."*

**Discipline is doubtless the most important thing we teach at NBS.** In fact, without discipline our school would not be a Christian school. The purpose of Christian discipline is to bring about conformity to the image of Jesus Christ. Our motivation must always be one of love and concern. God's purpose for discipline is to teach us holiness of life, i.e., Christ-likeness. Our teachers and staff have this goal in mind for our students as we discipline.

It must be clearly understood that character is not built into the students' lives unless they are made accountable for their actions. Accountability is never imposed without some form of authority. It follows, then, that students who have not learned to function properly under authority will not develop Christian character. Learning to do so will help the students develop outward conformity as they seek to establish right actions in their life.

Discipline will also help them develop inward control as they learn to suppress wrong reactions when the authority they are under does not please them. Both of these elements are important. Without the development of an upward concentration where the students learn to submit to God's intentions, they will become frustrated as they attempt to conform merely to stay out of trouble. If, through the establishment and administration of an effective discipline system, the students learn to focus their attention upon the Sovereign God of Heaven, the Lord will use authority to mold them into the image of Jesus Christ. This is the Christian school's sole purpose for discipline.

Infractions of any rule contained in this handbook are handled according to the type of infraction. NBS disciplinary code is enforced by all staff members and punishments are at the discretion of the Principal.

### **Three balanced elements are needed to have an effective discipline system:**

Communication – The discipline system must be clearly explained to the students.

The following categories should be included in the communication:

- a.) Acceptable Practice – Communicate what is expected.
- b.) Underlying Purpose – Give reasons for the rules (efficiency, protection, Christian principles.)
- c.) Biblical Process – Explain how to change or improve unacceptable behavior.
- d.) Resulting Penalties – Clarify the consequences for misbehavior.

Control – This is using authority to regulate a consistent environment and give direction for enforcement.

Correction – Punishment is given for the purpose of improvement with fairness and adequate follow-up.

**With this in mind, our school requires that teachers establish and use a consistent discipline plan for their classroom. Guidelines for such plans are as follows:**

1. Each classroom will have a poster stating the four or five major rules for the classroom. These will be stated in a clear, concise, positive manner, for example: "Permission must be obtained before speaking."
2. The discipline procedures will praise and promote good behavior.
3. Consequences for behavior will be stated and followed consistently.

Each teacher designs his/her own warning system. For example, student conduct will begin each day on a 'green' light. As infractions occur, the conduct grade goes to 'yellow light' and then 'red light'. Some teachers 'move their bear' or 'pull a card.'

The procedure as adapted for each appropriate age group works **generally** like this:

Initial offense – A warning is given. The teacher makes sure the student understands the infraction. Praise is given to those students who are following instructions.

Second offense - Conduct is marked down or a "token" is taken away. A privilege may be removed OR the student may be isolated from the group for 5-10 minutes. Praise is given to those students who are following instructions. Student writes a confession of what was done wrong.

Third offense - Conduct is marked down or a "token" is taken away. Written confession is to be sent home for parent signature. Sentences or after school detention may be assigned. Praise is given to those students who are following instructions. ALTERNATIVE DISCIPLINE may be used.

The teacher may send the student to the office after the third offense. Younger students are often given more chances before they are sent to the office. Each time a student comes to the Principal's office for discipline, a note will be sent home. A record will be kept in the office of "visits to the Principal" and the reason for each disciplinary action.

(1<sup>st</sup>-6<sup>th</sup>) A parent conference may be held after the third disciplinary office visit.

(1<sup>st</sup> -6<sup>th</sup>) After the parent conference, if there is another visit to the office for discipline reasons, the student will be placed on Disciplinary Probation for three weeks. During the three-week probationary time, if no more visits are made, then probation will be removed. However, if the student is sent to the office again during that three-week period, the student may be suspended for a day. If the student is removed from Disciplinary Probation status, but is sent to the office again later on for the same offense, the student will again be put on probation for another three weeks. If a student accumulates six discipline office visits, the student may be suspended or expelled. Students with repetitive discipline problems may not be re-enrolled.

For very serious assaults or offenses, students may be sent directly to the Principal's office for discipline.

## **ALTERNATIVE DISCIPLINE**

Other forms of discipline include: physical activity, emptying trash, cleaning chalk boards, picking up litter on the campus grounds, cleaning table tops, exercising, wearing weights, etc.

Corporal punishment (padding) will ONLY be administered by the Principal. When corporal punishment is used, the student will have a clear understanding of the offense, what should have been done, and will be counseled and prayed with after the punishment. Parents that object to corporal punishment are to indicate so on the emergency card.

## **7<sup>th</sup> – 12<sup>th</sup> DETENTIONS**

Detentions can be used after demerits are accumulated. The Principal or the Teachers are allowed to assign detention. The time and location of detentions may vary. Detentions may be on designated mornings from 7:00 – 7:45 or after school from 3:10 – 3:55 or during a break. Any detention in which the student is tardy will be made up and will receive additional demerits and fines. Records will be kept of all student detentions. Parents will be notified in person, by email or phone.





## **SEARCH AND SEIZURE**

The administration reserves the right to search vehicles, lockers, backpacks, and personal belongings. Seizure of unlawful material, inappropriate items for school, or stolen property will be made immediately. Items that are not allowed at school must be retrieved by parents.

## **BAD WEATHER CONDITIONS**

If public schools close for the entire day **because of weather conditions**, NBS will also close at the same time. If public schools close mid-day, NBS will make a separate decision about whether to close. When there are any questions as to whether school will be held, parents and students should go to the school website [www.nbs.school](http://www.nbs.school) for an announcement. They may also listen to KTVE-TV Channel 10, KNOE-TV Channel 8, KLJO Radio FM 104, 100.9 FM the Hill, or 88.7 FM the Cross, as we will notify them of any closing or abbreviated schedule.

## **FIRE DRILLS**

Fire drills will be held once a month. Fire drill exit diagrams are posted in each classroom indicating the route to follow in exiting the building. Teachers will be responsible for turning out lights, closing the doors and windows in the room, and making sure the students are a safe distance from the building. Each teacher should be aware of where the fire extinguishers are located.

## **TORNADO DRILLS**

Teachers will be notified by the office when weather conditions indicate the possible approach of a tornado or damaging storm. Students will leave their rooms and proceed into the hallway near the lunchroom or to a designated area. They shall stoop down on their knees and face the wall, covering their heads with their hands. Students and teachers will remain silent and wait for further instructions from the office.



## **EMERGENCY DRILLS**

Teachers will be notified by the office when an emergency occurs when students and teachers need to respond. Students will be directed to either stand down or scatter depending upon the situation. Police will be notified as soon as possible.

## LUNCH

1. Lunches may be purchased from the NBS Lunch Program or brought from home. **Parents may deliver 'FAST FOOD' to the lunchroom only on Fridays during the student's designated lunchtime.** Parents are encouraged to have lunch with their student any day, but fast food is allowed only on Friday. **Parents with only their student(s) will be assigned a separate designated area in the lobby to have lunch. No one is to bring fast food to his or her students except on Fridays.** (This includes employees.) Names should be put on all items that are heated for preschool students and lunch boxes or bags. The school will provide napkins, paper plates, and necessary utensils for lunch. Fruit should already be washed and ready to eat. Any container that needs to be sent back home should be marked. Students should not bring or consume energy drinks or carbonated beverages while at school.
2. Emergency lunches may also be purchased at school. Choices will be available at a cost of \$3 - \$5. Emergency lunch bills may be paid to the lunchroom hostess or in the office. Payment is due the day following the emergency lunch purchase. If students forget their lunch, they will be allowed to charge that day's lunch only. The office will call the parents that day to send the payment by the next day. If the student's lunch balance is not paid, the next time that student forgets their lunch, they will be sent home. All balances must be paid prior to report card distribution.
3. Parents may send money for their child's lunchroom account. Once the money is all spent, the student will not be allowed to purchase items from the lunchroom. The lunchroom will notify the parents if the lunch account has been spent.
4. Milk is available to be purchased on a daily or weekly basis. Money will be turned in to the teacher or the lunchroom monitor. (50 cents – Students may get one refill in a 16 oz cup.) Other drinks are available for purchase.
5. Microwave ovens are available for students. Preschool students will not operate microwaves. The heatable food items of preschoolers will be heated by a lunchroom attendant. Items that should NOT be sent in preschooler lunchboxes to be heated: items which take longer than 2 minutes to heat, cans that require a can opener, or foods that require food assembly such as **Lunchable Pizza, Lunchable Hotdogs, Lunchable Hamburgers, Lunchable Tacos** or **Easy Mac**. The school does not provide bowls so if an item requires a bowl, please send it.
6. Students will not be allowed to order lunch from the office phone or call home for a forgotten lunch. In that situation the students may eat an emergency lunch and pay for it the following day.
7. The school will often have special PTO or class sponsored days when any student may purchase lunch. Notices about upcoming special meals will be sent in progress reports, emails, or speckled books. Orders must be turned in to the office by the deadline printed on the notice.

**Parents may have 'FAST FOOD' (from a restaurant or public food service)  
delivered to the lunchroom only  
on Fridays during the student's designated lunchtime.**



## **HEALTH STANDARDS**

1. Student health is a matter of importance to all of us. To that end, all students attending NBS should be free of serious contagious diseases. All immunization records are to be in good standing.
2. The staff will take the temperature of any student who appears ill. Students running a temperature of 100.5 degrees will be sent home in order not to infect others.
3. To prevent spreading of germs to other students and adults, it is recommended that a student does not come to school sick. (Poison Ivy is not contagious after the student has bathed and the clothes have been washed.)
4. When a student needs to take medicine during the school day, as long as the parent sends the medicine to the office and calls to remind the office of the time, the staff will give the medicine to the student. The office cannot be held responsible for remembering the time a student should receive their medicine.

Please keep your student at home if one of the following is evident:

- A yellow or green discharge from a runny nose.
- Began taking antibiotics within the last 12 hours.
- A constant cough.
- Had diarrhea or vomiting within the last 12 hours.
- Had a fever of 100 degrees within the last 24 hours.
- A respiratory infection, pharyngitis, tonsillitis, viruses, or group A streptococcus (strep throat).
- Conjunctivitis (also commonly known as Pink Eye): This appears as pink or red conjunctiva with white or yellow eye discharge, often matted eyelids after sleep and eye pain or redness of the eyelids or surrounding skin. A physician's consent is required for readmission.

If not severe enough to notify the parents immediately, the teachers will report in the student's speckled book any injuries or symptoms of illness with an explanation.

## **POLICY ON HEAD LICE**

1. The Principal will dismiss from school and refer for treatment any student with known infestation of head lice. Schoolwork will be sent home with students and should be completed at home. Absences due to head lice are excused. These days are still absences and are considered when figuring total days missed for the school year.
2. The Principal may check the students for head lice periodically. Students with visible nits or live bugs will be sent home and should be treated immediately with appropriate pesticide.



**AWARDS**

**Quarterly (9 weeks) Awards - All students**

**Student of the Month** - At the end of each month (Sept - April) a student from each class that displays exceptional behavior or academics will be selected as **Student of the Month**.

**Most Improved Student** – Given to the student that shows the most improvement in behavior or academics.

**Outstanding Conduct** – All students that have an A or B on their report card in conduct. 7<sup>th</sup> -12<sup>th</sup> students will receive recognition based-on the total number of demerits. Individuals may receive recognition as planned by the Upper School staff.

**Fruits of the Spirit** - Students from each class will be recognized for exemplifying one of the fruits of the spirit.

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
love	joy	kindness	peace
patience	kindness	gentleness	goodness
kindness	faithfulness	self-control	kindness

**Quarterly (9 weeks) Awards 1<sup>st</sup> – 12<sup>th</sup> Only**

*(Elementary) Conduct and Penmanship are considered for these awards along with all other academic grades.*

**Principal’s List** – All A’s                    **Honor Roll** – All A’s and/or B’s

**Spelling Bee Winners** - First and Second Place winners for 3<sup>rd</sup> – 12<sup>th</sup> grade

**ANNUAL ACADEMIC AWARDS**

*(Elementary) Conduct and Penmanship are considered for these awards along with all other academic grades.*

**Principal’s List** – All A’s. Based on the end-of-year average. 1<sup>st</sup> – 12<sup>th</sup>

**Honor Roll** – All A’s and/or B’s. Based on the end-of-year average. 1<sup>st</sup> – 12<sup>th</sup>

**Perfect Attendance** – Any student with no absences and no more than two unexcused tardies. K3 – 12<sup>th</sup>

**First Class Conduct** – All students who have had an ‘A’ in conduct each quarter. 1<sup>st</sup> – 6<sup>th</sup>

**7<sup>th</sup> – 12<sup>th</sup> Conduct Only - Gold** 0 to 5 demerits, **Silver** 6 to 10 demerits, **Bronze** 11 to 15 demerits.

**Blue Ribbon Bible Award** – Students who have an end-of-year ‘A’ average in Bible. K3 - 12<sup>th</sup>

**Angel Award** – Each teacher selects a boy and/or girl who display the most Christ-like character. K3 – 12<sup>th</sup>

**Mr. and Miss NBS** - Teachers will score junior and senior male and female students that have been at NBS for at least 2 of their 4 high school years, have a minimum GPA of 3.0 and have shown strong leadership, academics, and Christian character. Nominees will have points added to their total for a winning number of student votes. Additional points will be given for participation in school teams or organizations. The male and female with the highest score that have at least the minimum score will be selected. There will be no first and second runner-ups. The nominees and winners will be announced and honored at the annual high school awards banquet. A plaque will remain at the school with the names of the winners. The winners will receive a trophy, flowers (girl), and have their picture in the newspaper and yearbook.

### *Special Activities and Events*

School Pictures - Made in September. Each student who is enrolled for a full year will receive a package of pictures. Parents have the option of buying additional photos. Pictures delivered three weeks after they are made. Retakes are made in October/November.

NBS T-shirts are sold through the office. Various t-shirts, hoodies, and sweat shirts will be pre-sold and advertised in the Knightline News, email, and speckled books.

NBS Yearbooks are given to each student who is enrolled for the whole year. Additional copies are available for purchase. Approximate cost is \$30. Parents have an opportunity to put a personal ad in the yearbook (approx. cost \$15 and up). The book is planned and published by school personnel.

Renaissance Festival - Held periodically. This school-sponsored festival is for students, families, and friends of all ages. Parents and teachers plan and work this event. There are games, activities, and refreshments available for each age group. Students and teachers dress in Renaissance costumes. They have the opportunity to win prizes when they compete in a costume contest. The proceeds from this festival go for various school development projects. Approximate Cost: \$5-10 per student.

Sports Team pictures will be made and sold each year. Approximate cost: \$20 and up.

Musical Dinner Theater – Musical/Dramatic type performances by various grades. The proceeds benefit NBS special projects. Approximate cost for the dinner and program is \$10.00.

NBS History/Science Fair - For students in 5<sup>th</sup> - 10<sup>th</sup> grades a history/science fair competition is held each Jan/Feb. There are three age group divisions with winners in each. The first and second place winners advance to the Regional History/Science Fair held at ULM.

Formal Awards Banquet - For parents and their students in 9<sup>th</sup> - 12<sup>th</sup> grades a formal awards banquet is held each May. The parents of the junior class students are responsible for planning the decorations, the food, and program. Teachers will plan the awards presentations. Students are allowed to invite a guest of the opposite gender in 9<sup>th</sup> – 12<sup>th</sup> grades. The cost for the evening is determined by the Junior Class. Approximate cost: \$15.00 - \$20.00.

Middle School Awards Program - For parent and their students in 7<sup>th</sup> - 8<sup>th</sup> grades an awards program is held in May near the end of school. Teachers will present awards.