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**ACCELERATED READER REQUIREMENTS:** Because reading is an NBS priority, each quarter students are required to earn Accelerated Reader (AR) points. The number of **AR points** will be determined by the librarian, the principal, and the teacher. Each student will receive two grades in their English class (the average of points earned and percentage correct). These two grades will be capped at 100%. All points must be earned in the student's AR Book Level. Additional AR guidelines are explained with the Library Policies (yellow pages).

**ACT:** All students pursuing the University diploma shall take the ACT by the end of the 11<sup>th</sup> grade. Students who are working toward the University Diploma that do not make at least a 20 shall take the ACT again in the fall of their 12<sup>th</sup> grade year.

**ADMISSION:** A new student will be asked to submit a letter of reference from their pastor/church leader which will accompany their application. New applicants in 7<sup>th</sup> - 12<sup>th</sup> will be asked to sign a **Statement of Cooperation** agreeing to abide by the rules of the school and support school policies. New students in 7<sup>th</sup> - 12<sup>th</sup> may be tested by the school for nicotine and drugs. Applicants that test positive for these substances will **not** be admitted. An applicant that fails the nicotine test may reapply the semester following the failed test. See the yellow pages for details on admission policies.

**AFTER SCHOOL:** All students that are not supervised by an adult should be off campus by 3:15 p.m. Those students who remain after 3:15 must be supervised by the ASC personnel or be involved in a school-sanctioned activity with a teacher or coach. Students who have earned two written reprimands during any after school activity will not be allowed to participate in ASC and **MUST** be picked up after school. Cell phones may be in student's possession but will be put out of sight. When possible, there will be an after school non-cell phone using study hall.

**ATTENDANCE:** A parent must call 325-2077 or send an email(admin@nbs.school) to the office if they wish for their student's absence to be excused. If a parent does not contact the school within two days following their student's absence, the absence will be considered unexcused. Students must have an **Admit slip** in order to return to class after any absence. The **Admit slip** will be marked "Excused" or "Unexcused" by the attendance secretary.

Students that arrive after 7:50 will be considered tardy and issued an unexcused tardy slip unless sufficient evidence is produced for that tardy to be excused. If a student completely misses a class then comes to the next class, that student, once discovered, will be recorded as tardy.

## **ATTENDANCE – High School (9<sup>th</sup> – 12<sup>th</sup>)**

Students are required to be in attendance 165 days per year per class in order to receive credit for that class regardless of the type of excuse. The names of students that miss more than 10 days both excused or unexcused absences per class per year will be submitted to TRUANCY. Three tardies to the same class equals an absence in that class.

## **ATTENDANCE – Middle School (7<sup>th</sup> – 8<sup>th</sup>)**

Students are required by the state to be in attendance 160 days per year in order to advance to the next grade. Students that check in after 11:30 will be counted as absent. Students that check out before 11:30 will be counted absent. This will be indicated on the attendance card with a box around the “A.” Three tardies equals an absence.

**TARDINESS to 2<sup>nd</sup> period through 7<sup>th</sup> period:** Teachers will send students to the attendance secretary when they arrive to class late. Any student who arrives at school after the 1<sup>st</sup> period tardy bell at 7:50 will be issued a tardy slip for that class. A record of student tardies will be maintained by the attendance secretary. Students are allowed one “free” unexcused tardy per semester. Tardies are subject to demerits.

## **PARTICIPATION in Extracurricular Activities**

For a student to be eligible to practice or participate in school activities or athletics for that day, he/she must have attended at least three class periods that day and been excused for the balance of the day. Educational absences, doctor’s appointments, and attending funerals are examples of situations that qualify to be excused. Such matters will be at the discretion of the Principal.

**BEFORE SCHOOL:** Students that arrive prior to 7:30 must report to **Before School Care in the gym**. Families of students in K3 – 9<sup>th</sup> grades are charged for each student \$6 per day. Charges for the use of the BSC services will be billed monthly. Any balances not paid by the 10<sup>th</sup> of the month will be charged 10% interest fee on the unpaid balance. Students that drive themselves to school may not remain in their cars. They should enter the school promptly upon arrival. Students who go to the gym may eat food or drink in the gym before school. Students will turn their phone into the Library before going to class. A teacher will be on duty beginning at 7:30 a.m in the gym, the stairs, the hallway and/or the library. Students may not enter classrooms until 7:45.

Students who go to the library may NOT bring any food or drink containers to the library. Students who go to the library should be prepared to study quietly or do school work on the computer. Students who repeatedly disturb the library quietness or misuse the computer will no longer be allowed to use the library before school. Cell phones are given to the librarian immediately upon entering the library.

**CARS:** Students who drive to school must provide to the office: current vehicle insurance, registration and current tag #. Students will not be assigned a parking spot or allowed to drive on the campus until paperwork is completed. Students should immediately exit their vehicle upon arrival. **Students are not allowed to be in the parking lot or return to their cars during the school day.** (10 demerits – being somewhere without permission.)

**COLLEGE VISITS:** Seniors are allowed two days for visits to college campuses, provided NBS receives advance notice. The student must return with written verification from the college visited in order for the day(s) not to be counted as an absence. Student shall make up any work missed.

**COMMUNITY SERVICE HOURS:** Students in 7<sup>th</sup> – 12<sup>th</sup> are required each quarter to serve 3 hours of volunteer service. Hours may be served independently, as a school group project, or during a Saturday school work day. Students should get their Required Volunteer Service Projects approved by the Upper School Director before they serve them. Required Volunteer Service forms shall not be signed by NBS parents. Students will receive two test grades in their Bible class for their volunteer service. (Partial hours receive partial credit.) Students are allowed to earn their volunteer service hours during the summer. They may submit volunteer service forms for the whole year in August when school begins. They will receive credit each quarter for their summer work.

**COPIES** – Students are not allowed to use the copy machine for personal use.

## **DIPLOMA OPTIONS:**

The minimum number of credits to receive a state diploma is 24 for TOPS University diploma and 23 for the Career Diploma. NBS follows the state guidelines in regard to class requirements and selection of courses. Students will graduate with a TOPS University diploma or a Career diploma (no longer offered after 2023). Requirements for graduation begin in the ninth grade. Some credits may be earned in 8<sup>th</sup> grade. Graduating seniors receive a **state-approved NBS diploma.**

**LOCKERS:** Lockers will be assigned for student use. Students should not allow any other student to use their locker. Students will not be allowed to swap lockers with other students. Students are not allowed to go into a locker that is not assigned to them without permission. Students may not put stickers on their lockers or glue items to their lockers. Magnets and tape are permitted. At year end all tape must be removed from the locker prior to dismissal.

Students will be allowed to keep their lunch in an enclosed container in their locker. **No open food containers.** (canned drinks, cups with straws/lids - nothing that will drip or leak. Any food/candy/drink in lockers must be in a completely enclosed container. Breaking locker food rules will result in **10 demerits.** Student may lose the privilege of the use of their locker for up to 5 days.

All clothes items shall be kept in student locker or student PE bag stored on top of the locker. Any clothes items in the Upper School hall NOT in locker or PE bag may be confiscated for one week and kept in the Principal's office.

Administration has permission to search lockers at any time. Students will be asked to keep their locker organized and free of trash. Teachers may require students to clean and straighten locker contents. Should a student choose to secure their locker with a lock, the combination or an extra key must be kept in the office.

**LUNCH:** All students will report to the lunchroom during lunch period. Students must ask permission to leave for a restroom break. Students are not allowed to go to the library during lunch.

No visitor under 18 will be allowed to eat lunch at the school without an adult. All lunchroom visitors must come through the office, sign in, and obtain a visitor name tag. Visitors/Guests must sign out when leaving. Administration reserves the right to limit location, frequency, and occasion for visits. Students will be asked to eat in the lobby with their guests. Permission may be given to eat in the lunchroom when a visitor wishes to visit a group of students.

**NO students will be allowed to leave the campus for lunch unless escorted by their parent or guardian.**

**PHYSICAL EDUCATION:** When the temperature with wind chill falls to 38 degrees or the heat index is above 103, students and teachers may remain inside for physical education classes. Students will be expected to dress-out daily in their PE uniform with tennis shoes unless PE teacher makes an exception. PE uniforms are purchased from NBS for \$25. Shirts may be un-tucked. Warm-ups may be worn over their PE uniforms if needed.

**RESTRICTED AREAS:** *Students are allowed in restricted areas only with teacher permission. Restricted areas include sitting behind the teacher's desk, going into the teacher's desk drawers, in the classroom closets, or in any area that is labeled restricted.*

**TEXTBOOKS:** All hardback books and non-consumable paperback books will be returned to the school. If any hardback book or non-consumable paperback book is lost or destroyed, that student will be responsible for the total replacement cost of that book including shipping and sales tax.

## **STUDENT ACADEMIC PROGRESS**

**COURSE OF STUDY:** The curriculum has been developed to provide students with the best possible educational knowledge to help meet their future vocational and academic requirements. The academic program places strong emphasis on the development of self-discipline, organization, teamwork, note taking, obedience, respect, individual responsibility, and integrity as it applies to life and learning.

All students are required to take Bible each year. Students that fail Bible may not be considered for re-enrollment or may be required to take a summer Bible Pace course.

**Middle School Courses:** Bible, English/Literature, General Math, Pre-Algebra, Earth Science, Life Science, World History, Louisiana History, and PE. Other electives offered when available: Art, Band, Choir, Home Ec, Nutrition, Horticulture, Careers, and Photography.

**Remediation/Reinforcement:** Middle School students who score on the STAR Reading or Math OR on the IOWA tests more than 2 years below their grade level in math or language, may be asked to complete additional practices or attend math or language lab class. The principal may recommend that students replace either their elective time (or history or science) which will be replaced with either an additional math or language class. Students may retest after 9 weeks to improve their score and discontinue the reinforcement and remediation requirement.

**High School Courses:** Bible, English, American Lit, British Lit, General Literature, General Science, Physical Science, Biology, Chemistry, Anatomy and Physiology, World History, World Geography, Government, Free Enterprise, American History, Algebra I, Algebra II, Math Essentials, Geometry, Advanced Math, Business Math, Health, PE, Foreign Language I and II, Fine Arts Survey, Public Speaking, Creative Writing, Computer Science, Choir, TAP(Teacher Apprenticeship of various types), Art, Band, ACT Prep, Home Ec, Drama, Horticulture, Nutrition, Construction, Careers, and Photography. Students in 9<sup>th</sup> – 12<sup>th</sup> grades may enroll in Honors or Regular classes (See Honors Classes section for specifics). Parents, the Principal, and teachers will make determinations into which classes the student will enroll.

All students must schedule **seven courses per year**, one of which must be Bible. TAP – Teacher Apprenticeship classes are available only to Juniors and Seniors. Courses may not be dropped after the first two weeks of a semester. All changes in schedule must be approved by the Principal. All students will take a math class every year.

**Seniors are required to take classes all day.** Exceptions to this rule will be made by the Principal only.

### **Graduation Adornments & Chords**

Medallions – Honors Classes

PURPLE – TOPS University Diploma

BLUE & GOLD – 3.5 or above

PINK – Music

Subject stars attached to Medallions

RED – Career Diploma

BLUE & WHITE - 3.0 – 3.49

BLUE - Athletics

GREEN - Academic Achievement

**Honors Classes:** – Students may choose to take a regular TOPS required course as an Honors class. In order to qualify for taking a course as an HONORS course, a student must have made a year-end average minimum of a B in that subject in the previous year. There are additional projects and assignments to be completed for Honors classes. Either the 10-point grading scale or a 5 point GPA scale is used for Honors classes. When a student fails to complete two honors assignments, that class will no longer be classified as an Honors class for that student. In order to participate in the Honor's Trip at the end of the year, a student must have made all A's and B's in all honors classes and have taken at least 2 honors classes.

### **GRADES**

**Students enrolled in an Honors OR AP classes will use the following scale:**

90 - 100	A	<b>OR</b>	5.0 (with the regular grading scale)
80-89	B		4.0
70-79	C		3.0
60-69	D		2.0
0 - 59	F		1.0

**Students enrolled in a Regular class and some Learning Lab classes will use the following grading scale:**

94 - 100	A
86 - 93	B
78 - 85	C
70 - 77	D
0 - 69	F

A computer program is used for posting grades for the Middle and High School. Grades are updated each week by 5 pm. On Tuesday. Parents may log into the I-Grade Portal to see their student's grades at any time during the quarter. If parents have concerns, they may email the teacher for answers to their questions. Appointments with teachers may be scheduled as needed.

Each teacher will enter their grades using these percentages as the general guide:

Tests – 50%	Quizzes – 25%	Homework – 25%	OR
Tests – 40%	Quizzes – 20%	Homework – 20%	Projects – 20% OR
Tests – 50%	Quizzes – 20%	Homework – 20%	Conduct – 10%

For most classes, at least three 100-point major tests will be given each quarter. Any major project counts as a 100-point major test grade. In addition, each quarter **English classes will record two test grades for Accelerated Reader** requirements. Completed required Community Service Hours is recorded as two regular test grades per quarter in Bible.

**Middle School Testing:** A **Quarter** test will be given at the end of each 9 weeks period (quarter). The grade on that **Quarter** test will be entered as one **Quarter** test with a weight of 20% of total quarter grade. Each **Quarter** test should require one class period in length. There are no semester tests or final exams.

Students are not promoted in grades 7 – 8 if they make an 'F' in either English or math for the year. When students receive two or more 'D's, it is recommended they receive summer school or remedial help.

**High School Testing:** **Quarter tests** are administered at the end of the first and third quarter. Each **Quarter test** is one class period in length. All students, including Learning Lab, without exception, must take the **Quarter tests**. This **Quarter test** grade will be counted twice as regular test grades in their average.

Eighty-minute comprehensive **Semester tests** covering 18 weeks of class work are given to 9<sup>th</sup> – 12<sup>th</sup> grades at the end of each semester. The semester test will be averaged as two major test grades for the 2<sup>nd</sup> and 4<sup>th</sup> quarters and counts as 20% of the semester average.

Seniors may qualify to be exempt from the final exam for any class that they have an 'A' in. The grade for the last quarter is calculated 3 weeks before the final is scheduled to be given. The quarter grades from each quarter will be averaged with the 4<sup>th</sup> quarter average to determine if the senior has an 'A' in the class.

**DUAL ENROLLMENT:** Dual Enrollment classes are available to students who qualify academically.

### **High School Pass/Fail Policy:**

1. Students who pass the first semester but fail the second semester will only receive a half credit for the class even if they have a passing yearly average.
2. Students who fail the first semester but have a passing grade during the second semester and a passing yearly average will receive a full credit for the class. (except in English)
3. In English, credits are issued per semester as they are earned.
4. Only graduating Seniors will be exempt from the *end-of-course* finals for the classes that have an "A" average as of the week before the final. When a student transfers from another school where no mid-term test was given, the semester grade will be an average of both quarter grades. This rule applies only to year-long classes.
5. Students will be promoted to the next grade level if they have the minimum number of credits necessary for that grade level: **10<sup>th</sup> grade – 6 credits, 11<sup>th</sup> grade – 12 credits, 12<sup>th</sup> grade – 18 credits.**

**To calculate the grade for the year, average the two semester grades. The final grade in a one semester course is the semester average. Typically, one half credit is earned for a class that lasts half a school year.**

## **Grade-Point Averaging**

Northeast Baptist School computes two grade averages: 1) GPA, the grade point average, based on the number of quality points assigned to that letter grade, and 2) the Actual Grade Average (AGA), the actual grades averaged. When determining the class rank, the Grade Point Average will be used. When courses have been repeated, the previous grades are deleted. (Repeat-Delete)

When a grade is transferred from another school as a letter grade, the following mid-points are assigned to regular classes: A=97, B=89, C=81, D=72, F=67.

## **Valedictorian/Salutatorian**

Candidates for valedictorian and salutatorian must have a minimum of a 3.0 GPA for their four years of high school credits. Grades for ninth, tenth, eleventh, and twelfth (up to 3<sup>rd</sup> qtr) will be averaged to determine the first and second highest Grade Point Averages (GPA) in the graduating class. To qualify for either award, the last two years of work must be done by the student at Northeast Baptist School (unless approved by the Principal). These awards will only be awarded to students who have taken at least two honors classes per year their Freshmen through Senior years. The candidates for these awards must have taken all major classes in Regular classes (not in the Learning Lab) when available.

## DISCIPLINE PLAN

### CLASSROOM MANAGEMENT

Our school requires that teachers establish and use a consistent discipline plan for their classroom. Each teacher designs his/her own classroom management system. The teacher makes sure the students understand the procedures and rules. Offenses may produce conduct marks, physical activity, removal from class, lines, restrictions, chores, and/or written disciplines. Punishment may be administered by the teacher, Director, or Principal. When discipline slips are written, they will be recorded by the discipline secretary and a scanned copy will be emailed to the parents.

#### 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.

### 7<sup>th</sup> – 12<sup>th</sup> Merit System

#### Purpose:

Northeast Baptist School desires for all students in the 7<sup>th</sup> – 12<sup>th</sup> grade classes to be able to participate in school activities in a safe and productive environment. To this end, we use a merit system as a basis for disciplinary action. This system is a tool used to hold students accountable for their actions as well as a means of informing parents of student behavior. The merit system will serve as a reminder to students of specific incidences of noncompliance as well as give opportunity to work for removal of demerits.

#### Policy:

Rules and regulations apply not only in the classroom, but across the campus and school property. All rules also apply to off-campus school sponsored activities unless otherwise directed by the teacher or coach.

**Merits:** Once a student has earned 20 demerits, they are allowed to earn merits. A student will be given merits as earned for specific tasks assigned by the Principal. Merit tasks are completed during out-of- school hours. A discipline slip will be completed and sent to parents showing the task done and merits earned with student's total of demerits and merits. Here is the **guide** for those tasks:

#### 5 points

Clean glass doors  
Polish woodwork/doors  
Clean door facings  
Lunchroom garbage  
Dumpster detail

#### 10 points

Clean under bleachers  
clean & vacuum hall  
vacuum auditorium  
Yard work / other cleaning

#### 20 points +10

watch DVD write page summary  
read book write chapter summaries  
read book oral book report for Bible

**Demerits:** A student will be given demerits based on non-compliance with the school rules.

**Demerits are cumulative throughout the entire year.** A parent conference can be called at any point. With each incident the office will email (mail when no email is available) to parents a copy of the discipline slip with the number of demerits assigned and the total accumulated to that point.

Consequences of earned demerits:

**0 - 4 demerits** – no punishment work.

**5 - 19 demerits with each incident thereafter** – **Physical punishment or work detail.** Activities may include physical exercise, cleaning bathrooms, picking up trash, pulling weeds, walking stairs with weights, or other punishment work.

**20 / 40 / 70 / 90 / 120 / 140 demerits-** a student will be assigned a morning or afternoon detention. Detention will last 45 minutes. Morning detention is 7:00 – 7:45. Afternoon detention is 3:10 – 3:55. A notice with date of student's assigned detention will be emailed (mailed when no email is available) to parents. (Failure to attend will result in 5 additional demerits AND a two-hour after school work detail detention.)

**50 / 100 / 150 demerits** – one-day suspension for each 50 demerits earned. (merits may be earned to reduce demerits)

**Demerits are allotted but are not limited to the following:**

**2 demerits**

Chewing gum  
Failure to inform duty teacher before leaving cafeteria  
Failure to have supplies in class (pencil, paper, etc)  
Failure to clean cafeteria with team  
Haircut *warning* (1 week from warning hair must be cut)  
Inappropriate behavior during chapel  
No homework  
Running in hallway  
Silent break infraction (no book, talking, failing to report)  
Unexcused tardy to any class  
Unexcused failure to dress out for PE  
Uniform dress code infraction  
Unshaven (immediate shave at school)  
Violation of classroom rules or policy - passing notes, talking without permission, no textbook

**10 demerits**

Breaking locker rules for food or using someone else's locker  
Being somewhere without permission  
Disruption of class  
Failed to have hair cut *after warning*  
Failed to sign out when leaving school  
Improper use of car, speeding  
Rough-housing / horse-play  
Throwing food, trash, or any other object in the cafeteria  
Using the LL computers for anything other than school work  
Water bottle in library or near LL computers

**15 demerits**

Any electronic devices or cell phones not checked-in  
Bringing an animal to school without permission  
Changing settings on library computers or using teacher log-in  
Defacing school property or other student property (additional fines may apply)  
Disturbing another person's lunch or snack  
Disrespectful to an adult – Rolling eyes, huffing, gesturing, arguing, contesting correction/instruction  
Inappropriate speech (vulgarity, verbal abuse, threats, name calling)  
Skipping class (Late by 20 minutes or more)  
Willful disobedience / failure to comply w / adult instruction

**50 demerits**

any suspension offense



## **SUSPENSION**

Suspensions may be IN-SCHOOL suspension or OUT-of-SCHOOL suspension as assigned by Principal. Student will receive a zero for homework assignments or class room assignment missed due to their suspension. A day of suspension is considered an unexcused day and therefore the student will not be allowed to make up any classwork/tests that were taken during that class time.

Activities during IN-SCHOOL suspension may include assigned reading, scrubbing floor in bathroom, cleaning bathrooms, polishing wood, vacuuming, emptying garbage, picking up trash around dumpster, pulling weeds, walking stairs with weights, or other punishment work. During IN-SCHOOL suspension, a student will be doing schoolwork, physical exercise, or other work detail. **In-school suspension students shall report to front desk at 7:45.**

Suspensions may be downgraded to a 2-hour afternoon detention at the discretion of the Principal or Director.

**A parent-principal conference is required after a student's second suspension before student will be allowed to attend classes.** The student will be reevaluated as being compatible for the school.

### **The principal has the authority to suspend a student for any of the following behaviors:**

1. Instigating or participating in a fight or assaulting another student: Both participants will be suspended at least one day. The instigator, if determined, may get additional days.
2. Obscenity: This includes profanity, pornography, written words, 'sign language', and obscene artwork. Profanity includes: God's name as a curse word, any vulgar sexual reference, inappropriate reference to bodily functions or body parts, and offensive "four-letter" words.
3. Possession or use of knives or puncture devices or blunt instruments.
4. Possession or use of any fire starters such as matches or cigarette lighters or any unauthorized starting of a fire.
5. Possession or use of any tobacco products or paraphernalia, such as lighters, e-cig, vapes, or rolling papers.
6. Giving, receiving, or possessing at school a prescription drug.
7. Exchanging, possessing, using, or under the influence of alcoholic beverages.
8. Inappropriate display of affection between male and female students.
9. Cheating, lying, and/or other types of dishonesty. Cheating includes plagiarism, copying or loaning homework, discussion or copying of specific test or quiz content with/from another student, and possession or perusal of teacher test keys or manuals. Cheating may also include talking while testing, use of unauthorized test aids such cell phones, calculators, notes, or formulas. When cheating has been confirmed, student's grade on that assignment will be zero. Cheating also includes misrepresenting someone on the computer to take an AR test.
10. Stealing from students, from teachers, or of school materials.
11. Intentionally setting off an unwarranted alarm.
12. Leaving the campus without permission.
13. Improper driving or use of cars on campus.
14. Violating the statement of cooperation.
15. Earning 50 demerits.

## EXPULSION

### The Principal has the authority to expel a student for any of the following behaviors:

- 1.) Possession, distribution, or use of illegal drugs.
- 2.) Failing the drug test for nicotine or illegal drugs.
- 3.) Possession of firearms.
- 4.) Violence or threat of violence with any weapon.
- 5.) Sexual assault.
- 6.) Serious sexual misconduct.
- 7.) Pregnancy or responsibility for pregnancy. Abortion or responsibility for abortion.
- 8.) Physical assault against a faculty member.
- 9.) Legal charges by law enforcement authorities with a drug violation, a DWI, or a DUI.
- 10.) Threatening to blow up the school or school property.
- 11.) Participating in illegal activity outside of school or off campus.
- 12.) Incompatibility with the student body, faculty, and philosophy of NBS as carefully determined by the faculty and administrator.
- 13.) Earning 150 demerits.
- 14.) Excessive absences.
- 15.) A third suspension equals expulsion. (Principal only has the authority to override this.)
- 16.) Students that profess a sexual orientation that is contrary to God's Word may be un-enrolled from NBS upon discovery.

## Drug Testing

Students may be subject to drug and/or nicotine testing during the school year as determined by the Principal.

