

# Elementary

Grades K5 – 6

## **ACCELERATED READING**

Because reading is an NBS priority, each quarter students are required to earn Accelerated Reader (AR) points. The number of AR points required for each student will be determined by the teacher. Grades 2 – 6 will receive two grades in the Reading class for points earned (goal) and percentage correct (comprehension).

## **ARRIVAL AT SCHOOL**

Students must be dressed in uniform dress code upon exiting their car and arriving on campus. Students will enter the building upon arrival, hang up their backpacks and coats, and proceed to the classroom. With teacher permission, students may go to the library to check out a book or take an AR quiz. A teacher will be on duty beginning at 7:30 a.m. Since students will be going outside for recess on most days, they should come properly dressed for the weather. Any student that arrives before 7:30 must go directly to BSC in the gym.

## **ATTENDANCE POLICY**

1. Elementary students, grades K5-6, are required by Louisiana State law to be in attendance a minimum of 52,800 instructional minutes (Principal's Non-public Handbook Bulletin 741 section 901C in order to be promoted to the next grade.) **A student may not be absent more than 4950 instructional minutes ~ about 15 days ~ (Excused or Unexcused).** Any exceptions to this must be approved by the administrator. Summer school or credit recovery work may be required for some students in order to be promoted to the next grade.
2. The following counts as an absence:
  - a. Absent a full day.
  - b. Students that check in after 11:30 or check out before 11:30 will be counted absent.
  - c. Three morning tardies equals 1 absence.
  - d. Late check-in for a doctor's appointments does not count as a tardy. Parents should bring the doctor's excuse when checking into the office. (All other late check-ins do count towards the 3 tardies equal 1 absence rule.)
3. For an absence to be excused, parents must call **the office** (325-2077) or send a note to **the office** no later than when the student returns to school. (Calls or texts to teachers are not used as an excuse, but only as information for the teacher.)
4. Students with unexcused absences may receive a "0" on the tests or homework missed (if grades are given). Class work that is missed will be expected to be done at home so the student does not fall behind in studies.
5. Students that arrive after 8:00 must go to the front office to be admitted.

### **Credit Recovery Policy Details for Excessive Absence Elementary**

Students who exceed 10 absences will be assigned credit recovery work starting on the 11<sup>th</sup> absence. Additional CR work will be assigned for every subsequent absence. This work is to be done outside of school. There is a cost of \$3 per day for the assigned work. Credit recovery work will be assigned with a due date and graded. Grades will be averaged with the grades for that subject. (i.e. Math work will be averaged with math grades.)

Adjustments to the Credit Recovery Policy may be altered by the principal if students are quarantined for COVID.

# Elementary

Grades K5 – 6

## **BOOK BAGS**

1. No rolling book bags.
2. Book bags need to be the size of a regular 8 x 11 notebook.
3. Teachers may ask that book bag attachments be removed from student book bags if the items become a problem.

## **FIELD TRIPS**

1. Siblings are not allowed to accompany the parents on a field trip.
2. Parents who are driving students on field trips may be asked for a copy of a current driver's license and insurance card.
3. When parent transportation is utilized for field trips, teacher will make student assignments in cars.

## **LUNCH**

1. Bring lunch or purchase through the school lunch program.
2. To purchase lunch through the school lunch program, a lunch form should be completed with money/check attached and given to the school office by the due date.
3. Please label all student food containers in their lunch boxes.
4. All teachers and lunchroom personnel need to be alerted of any food allergies.
5. **No Energy Drinks or Carbonated sodas allowed with lunch.**
6. Lunch room attendants will be using the microwaves to heat lunches for K5 and 1<sup>st</sup> grade students.
7. Please do not send food items that need assembly for K5 and 1<sup>st</sup> grade students.
8. Do not send items that take longer than 2 minutes to heat.
9. Only on Fridays may parents deliver fast food to their student during their designated lunchtime.
10. Parents who wish to eat with their student will be allowed to join them for lunch at a guest table in the lobby.
11. Parents may put money on the lunchroom account for their students who wish to purchase side items.

## **NAP MATS for KINDERGARTEN**

Nap mats must be purchased from NBS. No substitutes accepted. Nap mats will be sent home every other week to be laundered. Please return nap mats for the next week.

## **ROOM MOM**

Room Moms volunteer for each class. They assist with class parties, fundraisers, and any additional fun activities.

## **SNACK**

1. Kindergarten – a snack is provided each morning. The cost of the snacks(\$40) is included in the class fee which is paid with the book/supply fees.
2. 1<sup>st</sup> – 6<sup>th</sup> – Teachers sell morning snacks in the classroom or snacks may be brought from home. Classroom snacks are separate from the lunchroom account.

## **TEXTBOOKS/HOMEWORK**

New books are issued each year. These books are consumable text/workbooks which will be sent home with the student as used or at the end of the year. When non-consumable books are used, the books will be retained by the school.

1. Students in these grades will be assigned work to complete at home. It is very important that parents listen or read with their students as assigned by the teacher.
2. Parents should sign speckled books each night to show they are informed about the day's conduct and to show that their child has completed all homework assignments.
3. If student is struggling in math or reading, additional assigned work may be given to help bring the student closer to performing at their grade level. Parents will need to provide help with additional reading and math work.

## **ACADEMIC PROGRESS**

### **DAILY AND WEEKLY PROGRESS**

Teachers of K5 through 6<sup>th</sup> grades will report conduct each day in student's speckled book. **Parents are to read and sign the speckled book each day.**

A Weekly Progress Report is sent home with the students on Tuesday. Parents are to sign and return the Weekly Progress Report within two days. A weekly conduct grade will be on the Weekly Progress Report. When school is not in session on Monday, the Weekly Progress Report is sent home on Wednesday after the Monday holiday.

Each Friday an agenda for the following week, WEEK-AT-A-GLANCE, will be sent home in the speckled book. The WEEK-AT-A-GLANCE for 1<sup>st</sup> – 6<sup>th</sup> shows what is assigned for homework and when tests are scheduled. The Kindergarten WEEK-AT-A-GLANCE will also show new skills being taught during the week.

### **REPORT CARDS**

1. K5 through 6<sup>th</sup> grade report cards will be available online within two weeks following the end of each quarter.
2. The grading scale used for K5 through 6<sup>th</sup> is:

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

3. Pass-Fail Policy: Kindergarten

Near the end (April-May) of the K5 year, Kindergarten parents may meet with the teacher and/or director and/or principal to discuss the student's progress. If the student is struggling in math and phonics, the faculty will recommend that the student repeats kindergarten. The decision to repeat kindergarten or progress to first grade is made by the parent. If the parent desires a student repeat, they will sign a form that states the decision and it will become a part of the student's cumulative folder.

# Elementary

Grades K5 – 6

## Pass-Fail Policy: 1<sup>st</sup> – 6<sup>th</sup> grade

A student's grade is computed on a yearly average in order to determine passing or failing. An average of 69 or below is failing. **For Math and Language Arts ONLY:** If a student has a passing yearly average but fails math OR Language Arts (phonics, reading, language, and spelling average) the last semester that student will not pass that subject for the year. Students with a failing grade in math or language arts (Phonics, Reading, Language, Spelling average) OR in any two major subjects (Bible, Math, English, Science, History) will be retained. Students have the option to attend summer school in order to advance. Students that fail Bible may not be considered for re-enrollment. Only the Principal may make an exception to these policies.

## **INDIVIDUAL EDUCATIONAL PLAN**

When determined by the teachers, agreed upon by the parents, AND approved by the principal, the curriculum may be altered to best challenge the abilities of a student. This alteration is called an **IEP** (Individual Educational Plan). An **IEP** may include a reduction in the amount of material required, an alteration in the method of testing, or a change in the curriculum. The details of the **IEP** will be signed by the parents and placed in the student's folder. On the report card, **IEP** will be clearly shown by subject. If a student transfers to another school, the **IEP** will be sent with their records.

**IEP Awards:** Because of the alteration in the academic requirements, alternative academic awards will be given to these students. Students with an **IEP** will receive an academic award for Outstanding Academic Achievement when they have all A's and B's.

## **Private Tutor**

The Principal may require students to attend classes with the private tutor based upon the results of their enrollment test scores or previous grades. Students that transfer to NBS after October 1<sup>st</sup> may be required to spend one hour a week for three weeks with the private tutor at the parent's expense. Private tutoring is also available if recommended by the teacher or requested by the parent.

## **The Learning Center (TLC)**

**The Learning Center** is available for students in K5 – 8<sup>th</sup> grade. New students may be tested with the admission process using Star Reading and Star Math. If additional testing is needed then the administration recommends testing with the ACE (Accelerated Christian Education) online assessments for math, language, and word building. After testing, the administration may recommend that the student needs the services offered through The Learning Center. If parents of current students wish to have their student tested for TLC, they may request this service. Charges of \$20 per subject will apply. ACE test options are: math, word building, and language.

TLC services will **not** begin until an **IEP** is complete and both parent and teacher approval has been received. TLC students will receive ACE individual curriculum booklets (Paces). They will be assisted by the teacher or tutored in small groups to complete their lessons. They can be assigned work to be done at home. If a 'Readmaster' computer is available, students who need to improve in reading may be scheduled at no additional charge for utilizing the self-paced 'Readmaster' program in the TLC.

Fees are incurred for students who utilize the lab for math, language or word building: 1 subject weekly - \$10/wk, 2 subjects weekly- \$15/wk, more than 2 subjects - \$20/wk. There is an additional fee of \$6 per Pace booklet issued to the student. Parents will receive a bill for TLC fees and Pace fees conjoined with regular monthly tuition fees. Balances are due monthly and are outstanding after the 10<sup>th</sup> of the month. Unpaid balances will be charged a 10% late fee.

## **DISCIPLINE PLAN**

### **CLASSROOM MANAGEMENT**

Our school requires that teachers establish and use a consistent discipline plan for their classroom. Each teacher designs 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, chores, and/or written discipline slips. Punishment may be administered by the teacher, director, or principal. When a discipline slip is written, it will be sent home in the speckled book. (The discipline slip may be sent home the day of the incident or the following day.) Parent and student are to sign the discipline slip and return it the next day.

Guidelines for management plans are as follows:

1. Each classroom will post 4 or 5 major rules for the classroom. These will be stated in a clear concise, positive manner, for example: "Speak with permission."
2. Teachers will use positive reinforcement to promote good behavior.
3. Consequences for behavior will be stated and followed consistently.

The rules and consequences will be similar, but adapted for each age group. The consequences in general will be like this:

1<sup>st</sup> Offense – A warning is given. The teacher makes sure the student understands the infraction.

2<sup>nd</sup> Offense – Conduct is marked down. A privilege removed. A note is sent home to parent.

3<sup>rd</sup> Offense - Conduct is lowered. Additional privilege removed. A note is sent home to parents.

Additional Offenses – Results in lowered conduct. Students may be sent to the office for discipline. Official discipline slip may be written up. (These go in permanent records.)

A parent conference may be needed if student's behavior does not improve.

In addition to the classroom rules, all students must follow school rules. School rules broken will also constitute a deduction in conduct grade for the week in addition to other consequences.

The weekly conduct grade is based on the conduct for that week. It is sent home in the progress report each week. Points are deducted for each offense after a warning is given.

Students in K5 – 6<sup>th</sup> grade who have a D or F in classroom conduct may be denied the opportunity to attend any field trip and / or the overnight end of the year trip.



# Elementary

Grades K5 – 6

The DISCIPLINE PLAN for the 4<sup>th</sup> - 6<sup>th</sup> grades will employ the use of demerits. In order to prepare the student for the upper school, they will start following a demerit system. For each **Class A** offense, there will be 1 point taken off the student's conduct grade. When student demerits total 50 point, they may receive a one-day suspension. When **Class A** demerits total 20 or more, students may be given the opportunity to earn Merits to reduce demerit count. Merits are assigned by the Principal.

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

### CLASS A:

#### 2 Demerits

Running in the hallway

Failure to have supplies in class

No Homework

Uniform dress code infraction

Inappropriate behavior during chapel

Hair cut warning

Unexcused tardy to class

Chewing Gum

Failure to clean lunch table in cafeteria with class

Violation of classroom rule or policy

#### 10 Demerits

Rough housing / horseplay

Failure to cur hair after warning

Being somewhere without permission

Throwing food, trash, or any other object in the cafeteria

Disturbing another person's desk, books, or backpack

Using class computers for anything other than school work

#### 15 Demerits

Disturbing another person's lunch or snack

Cell phones not checked in to library

Changing settings on computers

Skipping class (late by 20 minutes or more)

Willful disobedience / failure to comply with adult instruction

Defacing school property or other student's property

### CLASS B:

#### 50 Demerits – Suspendable offenses

Lying / deception / cheating

Threaten bodily harm to student or teacher

Stealing

Sexual gestures, remarks, comments, or jokes

Fighting

Inappropriate words, verbal abuse, threats, name calling

Students with 3 **CLASS B** offences may be put on a probation status. Additional offenses may lead to an expulsion.