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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 for 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 11th 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 12th 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 7th - 12th 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 7th - 12th 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.

AFTER SCHOOL: All students must 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 or send an email to the office OR send a text thru REMIND to the Upper School Director 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 (9th – 12th)

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. Students that miss more than 10 days for excused or unexcused absences per class per year will be required to do credit recovery work at a cost of \$5 per day. Three tardies to the same class equals an absence in that class. COVID absences will be considered by the Principal.

ATTENDANCE – Middle School (7th – 8th)

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. Covid absences will be considered by the Principal.

TARDINESS to 2nd period through 7th period: Teachers will send students to the attendance secretary when they arrive to class late. Any student who arrives at school after the 1st 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** (*without fee*). Families of students in K3 – 8th 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 10th 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 gym may eat food or drink in the gym before school. Cell phones are given to the gym duty teacher or library duty teacher immediately at 7:30.

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. Cell phones, if not previously turned in at the gym, cell phones are turned in to the librarian immediately upon entering the upper school hallway.

Students who go to the library may NOT bring open food containers or drink containers that can spill if turned over. Students who go to the library should be prepared to study quietly or do school work on the computer. Students who repeatedly disturb the quiet library 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.

CREDIT RECOVERY- Middle School Students who are absent more than 5 days per semester will be assigned credit recovery work of cursive writing practice, Math and Language at a cost of \$5 per day. Any additional absences past their first 5 during the first semester will be charged to their second semester total. All absences are considered whether excused or unexcused. They are given a date for the work to be completed. The grades for the completed work will be added to their math class or selected class. This applies to classes in the Learning Lab or Regular classroom. **IN ADDITION: Because electives such as Choir, Art, PE, and Band** are near the end of the day, students that miss these classes more than 10 times per semester will be required for each day missed to complete assigned credit recovery work. No late assignments will be accepted. Covid absences will be considered by the Principal.

CREDIT RECOVERY- High School Students that miss more than 5 days for excused or unexcused absences per class per semester will be required to do credit recovery work at a cost of \$5 per day. All absences are considered whether excused or unexcused. In addition, three tardies to a class equals an absence that will be added to the absence total. Covid absences will be considered by the Principal. Any additional absences past their first 5 during the first semester will be charged to their second semester total. For absence #21 until the course is complete, 2 packets of lessons per absence will be issued and charged \$8 per day to their monthly tuition bill.

Each assignment will have a date to be completed. CR(credit recovery) work will be graded for correctness and completion. The grades for 1) correctness and 2) completeness will be averaged. That grade will be entered as a TEST grade into the gradebook of the class they missed.

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. Requirements for graduation begin in the ninth grade. Some credits may be earned in 8th 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. All tape must be removed from the locker prior to dismissal at year end.

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.

REQUIRED Volunteer SERVICE HOURS: Students in 7th – 12th 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.

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/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 9th – 12th 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. Students must choose either the Career diploma path or TOPS University diploma path.

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	OR	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. A **Progress Report is emailed/sent no later than Tuesday at 5 p.m.** each week. If parents would like to see the papers, they may call the office and make a request for them or for an appointment with the teacher(s). Parents without email, may request a weekly paper progress report.

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 Volunteer 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 9th – 12th grades at the end of each semester. The semester test will be averaged as two major test grades for the 2nd and 4th quarters and counts as 20% of the semester average.

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: **10th grade – 6 credits, 11th grade – 12 credits, 12th 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 3rd 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.

7th – 12th Merit System

Purpose:

Northeast Baptist School desires for all students in the 7th – 12th 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

running in hallway
unshaven (immediate shave at school)
haircut warning (1 week from warning hair must be cut)
unexcused tardy to any class
unexcused failure to dress out for PE
inappropriate behavior during chapel
failure to inform duty teacher before leaving cafeteria
violation of classroom rules or policy - disruptive behavior
passing notes, talking without permission, no textbook

failure to have supplies in class (pencil, paper, etc)
silent break infraction (no book, talking, failing to report)
chewing gum
no homework
uniform dress code infraction
failure to clean cafeteria with team

10 demerits

Rough-housing / horse-play
water bottle in library or near LL computers
throwing food, trash, or any other object in the cafeteria
failed to have hair cut *after warning*
failed to sign out when leaving school
improper use of car, speeding
breaking locker rules for food or using someone else's locker
being somewhere without permission
Using the LL computers for anything other than school work

15 demerits

disturbing another person's lunch or snack
inappropriate speech (vulgarity, verbal abuse, threats, name calling)
willful disobedience / failure to comply w / adult instruction
disrespectful to an adult – Rolling eyes, huffing, gesturing, or
contesting correction or instruction
skipping class (Late by 20 minutes or more)
any electronic devices or cell phones not checked-in
changing settings on library computers or using teacher log-in
defacing school property or other student property (additional fines may apply)
bringing an animal to school without permission

50 demerits

any suspension offense

SUSPENSION

Suspensions may be IN-SCHOOL suspension or OUT-of-SCHOOL suspension as assigned by Principal. During IN-SCHOOL suspension, a student will be held at the school in isolation doing schoolwork, physical exercise, or other work detail. Students in IN-SCHOOL suspension must wear chapel clothes. 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.

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.

7:45 report to front desk in chapel uniform (with tie) for suspension detail.

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, 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.) A third suspension equals expulsion. (Principal only has the authority to override this.)

Drug Testing

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

