

TEXTBOOKS/HOMEWORK

1. New books are issued each year. These books are consumable text-workbooks which will be sent home with the student at the end of the year. When non-consumable books are used, the books will be retained by the school.
2. 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.
3. Parents should sign speckled books/folder each night to show they are informed about the day's conduct and to show that their child has completed all homework assignments.

ATTENDANCE POLICY

1. Elementary students, grades 1-6, are required by Louisiana State law to be in attendance a minimum of 160 full school days (Principal's Non-public Handbook Bulletin 741 in order to be promoted to the next grade. **This means that a student may not be absent more than 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. Being absent two half days counts 1 whole day.
 - c. Three morning tardies equals 1 absence.
3. Students that check in after 11:30 or check out before 11:30 will be counted absent.
4. If the absence is excused, the student will be allowed to make up any missed work.
5. 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.
6. Students with unexcused absences may receive a "0" on all test or homework(if grades are given) missed. Class work that is missed will be expected to be done at home so the student does not fall behind in studies.

Excessive Absence Elementary Credit Recovery Policy Details

Students who exceed the 15 absences will be assigned credit recover work starting on the 16th absence. Additional 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 by the elementary attendance keeper. Grades will be given to the regular classroom teacher to be averaged with the grades for that subject. (i.e. Math work will be averaged with math grades.)

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 take an AR quiz, or check out a book. 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.

ACADEMIC PROGRESS

DAILY PROGRESS

1st through 6th grades will report conduct each day in student's speckled book/folder. Parents are to read and sign the speckled book each day/folder. A weekly conduct grade will be on the weekly progress report. Each Friday an agenda for the following week, **WEEK-AT-A-GLANCE**, will be sent home in the speckled book/folder.

REPORT CARDS

- 1st through 6th grades will receive report cards at the end of each quarter. Parents are to sign the report card and return it by the day following its disbursement. If the report card is not turned in by Friday of that week, students will be disciplined until the report card is returned or a replacement report card is purchased (\$1)
- The grading scale used for 1st through 6th is:

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|----------|---|
| 94 - 100 | A |
| 86 - 93 | B |
| 78 - 85 | C |
| 70 - 77 | D |
| 0 - 69 | F |
- Pass-Fail Policy: 1st – 6th grade 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 may be required 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.
- 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. If a student has a passing yearly average but fails math or language arts the last semester that student will not pass that subject for the year.

Field Trips

Siblings are not allowed to accompany the parent on the field trip.

INDIVIDUAL EDUCATIONAL PLAN

When determined by the teachers and agreed upon by the parents, 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. Students that transfer to NBS after October 1st will be required to spend one hour a week for three weeks with the private tutor at the parent's expense (\$20 per hour).

Private tutoring is also available if recommended by the teacher or requested by the parent.

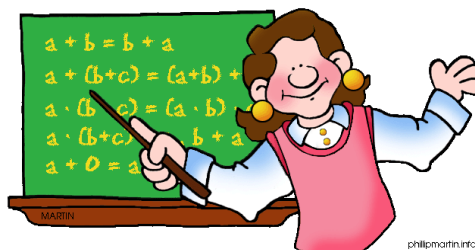
The Learning Center (TLC)

The Learning Center is available for students in K5 – 6th grade. Students will receive ACE (Accelerated Christian Education) individual curriculum booklets. Students will be assisted by the teacher or tutored in small groups to complete their lessons. After an **IEP** has been created, services will not begin until parent and teacher approval has been received. Fees are incurred for students who utilize the lab: 1 subject weekly - \$10/wk, 2 subjects weekly - \$15/wk, more than 2 subjects - \$20/wk. There is an additional fee per Pace booklet issued to the student. These fees will be conjoined with the monthly tuition fee bill.

Testing for The Learning Center

New Students are tested prior to acceptance using the Star Reading and Star Math Assessments as well as the ACE online assessments for math, language, and word building. At that time, students may be recommended for The Learning Center.

If during the school year parents wish to have their student tested for The Learning Center, they may request this service. There is a charge of \$20 per test. ACE tests options are: math, language, and word building.



DEMERIT SYSTEM

The DEMERIT system is primarily used for **5th and 6th** grade students. However, students in **1st – 4th** grades may be suspended for the **LEVEL B** offenses.

LEVEL A - 10 Demerits / Physical Punishment / 10 points off conduct grade

Disturbing another person's lunch or property
Throwing food in lunchroom
Using computers for anything other than school work
Willful Disobedience / failure to comply with adult instruction
Disrespectful to an adult – rolling eyes, huffing, gesturing or contesting correction
Bullying/disrespecting students (teasing, rude behavior)
Electronic Device not turned into teacher
Changing computer setting on any computer without permission
Defacing school property (additional fines may apply)

LEVEL B - 50 Demerits / Suspension / 30 points off conduct grade

Lying / Deception / Cheating
Vulgar words
Threat to bodily harm a student or teacher
Fighting
Stealing

Students that receive 50 demerits for LEVEL A offenses may receive a one-day at home suspension. With 3 suspensions or with 2 quarters of failing their classroom conduct, the student may be expelled.

Students in **5th and 6th** who have a D or F in their quarter classroom conduct grade may be denied the opportunity to attend the overnight end-of-year trip.

Students may be given the opportunity to earn Merits. The merits would serve as a credit toward their demerit count. Merits are assigned by the Principal. Merits may be worth 10, 20 or 30 merit points.

