

**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. Applicant may reapply.

**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 will be allowed to keep their lunch in an enclosed container in their locker. **No open food containers.** (canned drinks, cups with straws/lids) (Make sure nothing 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** and may result in loss of locker use for a period of time.

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 will be confiscated for one week and kept in Mrs. Watson'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.

**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 unless teacher makes an exception. PE uniforms are purchased from NBS for \$20. Shirts may be un-tucked. Warm-ups may be worn over their uniforms if needed. Any color tennis shoe is permissible for PE.

**LUNCH:** **All students will report to the lunchroom during lunch period.** No visitor under 18 will be allowed to eat lunch at the school without an adult. All lunchroom visitors must come by the office, obtain a visitor name tag, and sign in. Visitors/Guests must sign out. Administration reserves the right to limit location, frequency, and occasion for visits.

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

**Students are allowed in designated areas only with teacher permission.**

**BEFORE SCHOOL:** Students that drive themselves to school may not remain in their cars. They should enter the building promptly upon arrival. Students will proceed to the designated gym area. Students that arrive prior to 7:30 must report to **Before School Care** (without fee). A teacher will be on duty beginning at 7:30 a.m. Teacher will direct students when to proceed upstairs for first period classes. Students may obtain permission from the duty teacher to go to the computer lab to print or do school work on the computer.

**AFTER SCHOOL:** All students must leave the building by 3:15 p.m. unless supervised by a teacher or coach. Students who have not been picked up by 3:15 **MUST** go to **After School Care** for supervision (without fee.) Students who have earned two written reprimands during after school care will not be allowed to participate and **MUST** be picked up after school.

**COMMUNITY SERVICE HOURS:** Students in 7<sup>th</sup> – 12<sup>th</sup> are required each quarter to serve 3 hours of community service. Hours may be served at school as a group project or during a Saturday school work day. Community service forms shall not be signed by parents. Students should get their Community Service Projects approved before they serve them. Students will receive two test grades in their Bible class for their community service. In addition, students who have not served their community service hours will not be considered for awards or student elections.

Students are allowed to earn their community service hours during the summer. They may submit community service forms for the whole year in August when school begins. They will receive credit each 9 weeks for their summer work.

**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. These points are used to calculate a reading grade that is averaged as **two test grades**. See Library Policies on page 15 and 16.

**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.

## **ATTENDANCE**

A parent must call or send a note to the office if they wish for their student's absence to be excused. If a parent does not call or send a note 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.

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.

**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 will be issued a tardy slip for that day. 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 for exceptions. Such matters will be at the discretion of the Principal.

### **Middle School ATTENDANCE:**

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.

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 to complete make-up Pace booklets and pass the corresponding test for that booklet. With each additional absence after 11, the student will be assigned a Pace booklet and test.

**Senior High School ATTENDANCE:** Students are required to be in attendance 160 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 semester or 15 days per class per year will be required to make up work either through credit recovery classes on the computer or through Pace booklets including passing the test for that Pace subject in order to receive credit in that class. Otherwise, no credit will be given. Any exception to this rule will be determined by the Principal.

**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.

**TOPS Curriculum:** NBS offers the necessary courses to receive a Louisiana Tuition Opportunity Program for Students (TOPS) scholarship upon graduation. There are four TOPS awards given – the Opportunity Award, Performance Award, Honors Award, and Tech Award. To qualify for the Opportunity, Performance, or Honors Award, students must earn credit in 17.5 Core Units and maintain a minimum GPA. Details are available in a pamphlet produced by the Department of Education and available upon request.

**ACT** – All students taking an Honor's class will be required to take the ACT during the school year they are enrolled in the class.

## **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.

**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, and Photography.

**Senior High School Courses:** Bible, English, American Lit, British Lit, General Literature, General Science, Physical Science, Biology, Chemistry, Anatomy and Physiology, World Studies, World Geography, Government, Free Enterprise, American History, Algebra I, Algebra II, 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). Other electives offered when available: Art, Band, Home Ec, Drama, Horticulture, Nutrition, Construction, and Photography. AP classes will be available online. Students in 9<sup>th</sup> – 12<sup>th</sup> grades may enroll in Honors, or Regular classes. Parents, the Principal, and teachers will make determinations into which classes the student will enroll.

## **GRADES**

Students enrolled in an Honors class will use the following grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
0 - 59	F

Students enrolled in a Regular class and the Learning Lab 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 sent no later than Tuesday at 3 p.m.** by e-mail each week. If you would like to see the papers, you 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 – 15%      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. **Community Service is recorded as two regular test grades per quarter in Bible.**

**Middle School Testing:** A cumulative test will be given at the end of each quarter. This **Quarter Test** grade will be entered as one Quarter Exam with a weight of 20% of total quarter grade. Each Quarter Test is one class period in length. There are no semester tests or final exams.

**Retention:** 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. Students that fail Bible may not be considered for re-enrollment or may be required to take a summer Bible Pace course.

# Upper School(7<sup>th</sup> – 12<sup>th</sup> )

2017-18

**Senior High 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, without exception, must take the *Quarter tests*. This *Quarter Test* grade will be counted twice as regular test grades in their average.

*Ninety-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.

## **Senior High Only:**

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 averages. The final grade in a one semester course is the semester average.

## **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 and 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 their Freshmen through Senior years. The candidates for these awards must have taken all major classes in Regular classes when available.

## **Diplomas**

The minimum number of credits to receive a state diploma is 24. NBS follows the state guidelines in regard to class requirements and selection of courses. Students will take the state required tests for EOC. (End Of Course). Students will graduate with a University, Core 4 or Basic Diploma. Requirements for graduation begin in the ninth grade. Graduating seniors receive a **state approved diploma.**

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 Honor Chords – 3.5 or above – GOLD Chords  
3.0 – 3.49 – WHITE Chords

## **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> grade 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 after school. 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. The following list serves as a **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 under lockers, 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.

# Upper School(7<sup>th</sup> – 12<sup>th</sup> )

2017-18

**20 / 40 70 / 90 120 / 140 demerits-** a student will be assigned a morning or afternoon detention at the cost of \$5. 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 – cost \$15.)

**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)  
failure to have supplies in class(pencil, paper, etc)  
unexcused tardy to any class  
no homework  
chewing gum  
uniform dress code infraction  
unexcused failure to dress out for PE  
failure to clean cafeteria with team  
inappropriate behavior during chapel  
failure to inform duty teacher before leaving cafeteria  
silent break infraction (no book, talking, failing to report)  
violation of classroom rules or policy - disruptive behavior  
passing notes, talking without permission, no textbook

### **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

### **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

### **50 demerits**

any suspendable 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, 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 2 hour afternoon detention at the discretion of the Principal or Director. Students must pay the appropriate fee at the time of the detention.

**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.

Example - IN-SCHOOL Suspension Schedule:

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

Example:

7:45 – 8:15	Walk the stairs with weights
8:15 – 9:30	Assigned school work
9:30 – 10:30	Work detail
10:30 – 11:00	Walk the stairs with NO weights
11:00 - 11:30	Eat lunch in lunchroom
11:30 – 12:50	Assigned school work
12:50 – 2:00	Kitchen clean-up detail
2:00 – 3:00	Write letters of apology and re-write Student statement of Cooperation

**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 using of 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.)Incompatibility with the student body, faculty, and philosophy of NBS as carefully determined by the faculty and administrator.
- 12.)Earning 150 demerits.
- 13.)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.

