

## **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 165 full school days (Principal's Non-public Handbook Bulletin 741 in order to be promoted to the next grade. A **student may not be absent more than 10 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. Being absent two half days counts 1 whole day.
  - d. Three morning tardies equals 1 absence.
3. If the absence is excused, the student will be allowed to make up any missed work.
4. 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.
5. Students with unexcused absences may receive a "0" on all test 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.

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

Students who exceed the 10 absences will be assigned credit recover work starting on the 11<sup>th</sup> 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**

1<sup>st</sup> through 6<sup>th</sup> 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**

- 1<sup>st</sup> through 6<sup>th</sup> grade report cards will be distributed within two weeks following the end of each quarter. Parents are to sign the report card and return it to the teacher within two days of disbursement. If the report card is not turned in by Friday of that week, a fee (1\$) for a replacement report card will be charged to the student's account.
- The grading scale used for 1<sup>st</sup> 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>
- Pass-Fail Policy: 1<sup>st</sup> – 6<sup>th</sup> 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 parents on a 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 1<sup>st</sup> 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.

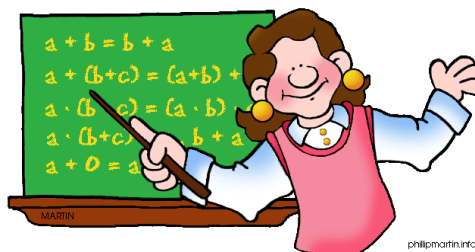
## **The Learning Center (TLC)**

**The Learning Center** is available for students in K5 – 6<sup>th</sup> 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.



## **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. 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 1<sup>st</sup> – 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.



**The DISCIPLINE PLAN for the 6<sup>th</sup> grade** will employ the use of demerits. In order to prepare the 6<sup>th</sup> grade for the upper school, they will start following a demerit system that is similar to the 7<sup>th</sup> – 12<sup>th</sup> grade demerit system.

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

**2 Demerits**

Running in the hallway  
Hair cut warning  
Failure to have supplies in class  
Unexcused tardy to class  
No Homework  
Chewing Gum  
Uniform dress code infraction  
Failure to clean lunch table in cafeteria with class  
Inappropriate behavior during chapel  
Violation of classroom rule or policy

**10 Demerits**

Rough housing / horseplay  
Throwing food, trash, or any other object in the cafeteria  
Failure to cur hair after warning  
Disturbing another person's desk, books, or backpack  
Being somewhere without permission  
Using class computers for anything other than school work

**15 Demerits**

Disturbing another person's lunch or snack  
Skipping class (late by 20 minutes or more)  
Cell phones not checked in to library  
Changing settings on computers  
Defacing school property or other student's property

**50 Demerits**

Willful disobedience / failure to comply with adult instruction  
Lying / deception / cheating  
Inappropriate words, verbal abuse, threats, name calling  
Threaten bodily harm to student or teacher  
Fighting  
Stealing

Each demerit equals 1 point off conduct grade. (2 demerits= -2 off of grade). Offenses have different point values. Students that receive 50 demerits may receive a one-day suspension. Students with 3 Suspensions or 2 quarters of failing their classroom conduct may be expelled.

Students in 6<sup>th</sup> grade may be given the opportunity to earn Merits to reduce demerit count. Merits are assigned by the Principal as she sees fit.