

General Policies

Academic Eligibility

A student may be dismissed from school if:

1. Student fails for year in grades 1 – 8
2. Student fails two quarters of any subject in grades 9 - 12

If a student has failed the grade at the previous school, the student will be enrolled back at the last grade completed. Students who were promoted to a higher grade and were weak in Reading and Math may be placed back in the previous grade. This decision will be made by the Administrator.

Students who complete the grade at OBCA and fail Reading or Math will not be promoted to the next grade level. The student will not be accepted back into OBCA unless it is evident that he will be capable of mastering the curriculum. If a student fails any two subjects other than Reading and Math, the student will repeat the grade if approved by Administrator.

Progress Reports

Weekly folders containing the previous week's work will be sent home for parental review for grades 1st – 8th. Report cards will be sent out quarterly and a progress report will be sent at mid-quarter.

Parent/Teacher conferences will be set up at the discretion of the teacher. The Administrator may attend all parent/teacher conferences. If the parent would like more parent/teacher conferences, he/she should file a request with the Administrator who will then talk with the teacher. The parents will be notified of the after school date and time of the additional conference.

GRADING SCALE:

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

Standardized Testing

Every spring, the IOWA Achievement Tests will be given to students in grades 1- 12. These tests are designed to measure the progress of a student, a class, and the school as a whole from year to year. These tests should not be considered intelligence or academic-level tests. A copy of the results will be sent home with an explanation of how to read them. If student scores above grade level, they will receive an “A”; if the student scores at grade level, a “B”; below grade level, a “C”. These grades will be averaged in as a test grade into the class grade for the last quarter. This is to discourage students from taking these tests lightly where there is no accountability for a lower score. The LEAP tests will be given to the Louisiana Scholarship students as mandated by the Louisiana Department of Education.

ACT Test

All 9th through 12th grade students will be required to take the ACT each year. Any student who fails to take a scheduled test shall reimburse the school for the cost of the test.

Early Arrival/Late Pick Up

No student is to be dropped off before 7:30 AM as there will be no faculty on campus before 7:30 AM. All teachers are to report for duty at 7:30 AM. If the student is dropped off between 7:30 and 8:00 AM, he/she is to report to the gym.

Late Pick-up begins at 3:15 PM. Every student not picked up by 3:30 will be charged \$10 until 4:00 PM then \$1 per minute thereafter. For example, if you do not pick your child up until 4:01, you will be charged \$11 for late pick-up. Other arrangements must be approved on an individual basis by the Administrator.

Leaving During / After School

No child will be permitted to leave the school alone during school hours. A parent/guardian, or authorized adult must pick up the child at school. The adult must stop in the office to sign the student out in the Early Dismissal Log. The office staff will call the child to the office for checkout in order to verify the child and adult leave the school together. A parent/guardian will be notified if a student leaves the school grounds without permission.

Student Drivers

Students driving to school are expected to be safe. It is a privilege that can be suspended for irresponsible behavior. Vehicles must be registered in the office and receive a permit to be displayed on campus. No student driving may transport themselves or other students on school sponsored events. Parking is in the church parking lot across the street from the school. Inclement Weather – In case of snow or ice, OBCA will follow the lead of the Caldwell Parish School System. If they are dismissed, we are also dismissed.

Telephone Policy

The school phone is a business phone; therefore, it should be used only in emergencies. Students will not be permitted to use the school phone to make arrangements to go to a friend's house after school or other calls of this nature. These arrangements should be made previously from home. If a student must use the phone he/she may receive a phone pass from his/her teacher and then ask the office personnel to make the call using a school line. No student will be allowed to use or carry a cell phone on school premises. All cell phones must be turned off and left in the principal's office during the day.

Non-Custodial Parent or Guardian

Students may not see a non-custodial parent/guardian during school hours. Visits should be arranged at home. No child will be released to a person other than the custodial parent/guardian during school hours without the written permission of the custodial parent/guardian.

Tutoring

Tutoring is **mandatory** if a student has a D or F in a class at mid-quarter. The tutoring will be required to continue until the student brings the grade for that class up to a C or better average. Tutoring classes will be once or twice a week and is provided by OBCA teachers depending upon subject, grade, and availability. A fee of \$20 per hour per child will be made payable to the tutor. The student may stay in tutoring if the teacher agrees and there are available time slots.

Open Door Policy

We encourage you to come for a visit when your schedule permits. Everyone must stop at the office to sign in. This helps us maintain a safe, secure school environment. Parent involvement enhances your child's education and we welcome your continued support. If you have a special talent or hobby that you would like to share, please contact your child's teacher and he/she will be happy to arrange a visit.