



# **Academic Guide**

**High School Division**

# **Parkview Baptist School**

5750 Parkview Church Road \* Baton Rouge, LA \* 70816 \*  
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## GRADING SYSTEM

### Grades 9-12

A+ 98-100	A 93-97	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F Below 60		

Each nine-week grading period will count as 40% of the semester grade, along with a semester exam which will count as 20% of the semester grade.

Semester exams are cumulative. The final exam may be cumulative over the second semester or over the whole year.

The teacher will use numerical percentages to arrive at the semester letter grade. Quality points assigned to semester letter grades for the purpose of calculating grade point averages are as follows: A = 4, B = 3, C = 2, D = 1, F = 0

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## ACADEMIC RECOGNITION

### High School Division

- **Principal's List (Grades 9-12)**

- Students receiving a 4.0 (all A's) for an academic semester will be placed on the Principal's List.
- Students are recognized during a high school assembly in the Spring semester for receiving a 4.0 for the first semester.
- Students who receive a 4.0 for the second semester will be recognized during a high school assembly the following year.

- **A/B Honor Roll (Grades 9-12)**

- Students with a 3.0 to 3.99 with no grade below a B for an academic semester will be placed on the Honor Roll.
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# PROMOTION, PROBATION/DISMISSAL, and AWARDING CREDIT

## High School Division

### Academic Promotion, Probation and Dismissal

In order to receive grades, secondary students must be present for instructional minutes that equal a minimum of 80 days per semester.

Failure to meet course requirements will result in failure of the course.

All students who attend Parkview Baptist School are expected to maintain passing grades in all subjects. A high school student must be passing a minimum of five classes of the following content areas:

- English
- Foreign Language
- Math
- Science
- Social Studies

At the end of the semester, a student not satisfying these requirements will be subject to academic dismissal. The re-enrollment of any student with failure(s) will be based on an audit of academic progress and decision by High School Administration.

Students meeting the following criteria will be placed on Academic Probation:

- Cumulative, term, or semester GPA below 2.0
- Two or more “D” grades in a semester or term grading period
- An “F” for any semester or term grade in one of the five classes listed above.

Students on academic probation may not participate in off campus activities during school hours if they will miss a class in which they have a 69% or lower at the time of the activity.

Academic probation period will last until such a time as the High School Administration deems the student has successfully achieved and maintained a full semester above the designated 2.0 GPA for each grading period within the semester after the probationary status was established.

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## Awarding Credit

Credit is allocated on the following basis:

The student must earn a semester one grade of 60% or above to receive credit for the first semester of the course. The student must earn a 60% or above **AND** pass the fourth quarter with a 60% or above to receive credit for the second semester of the course. A semester course earns a ½ unit of credit and a yearlong course earns one unit of credit.

The following is the policy for earning credit in a full year course that has been failed the first or second semester:

If the first semester is failed, the student must make a 70% or higher the second semester to receive credit for the year. If the student makes below a 70% the second semester, there are two options open:

1. Attend summer school and repeat the semester failed. If the grade earned is a D or higher then credit will be received for the year.
2. If the student does not attend summer school then the failed course (both semesters) must be repeated the next school year.

If the student passes the first semester but fails the second semester, the following options are open:

1. Attend summer school and repeat the semester failed. If the grade earned is a D or higher then credit will be received for the year.
2. If the student does not attend summer school then the failed course (both semesters) must be repeated the next school year.

If the student fails both semesters, the following options exist:

1. Repeat both semesters in summer school. If the grade earned is a D or higher for both semesters then credit will be received for the year.
2. If the student does not attend summer school then the failed course (both semesters) must be repeated the next school year.

The last option for any student who has earned a failing grade is to repeat the failed course within the normal school year at PBS. Before choosing this option, however, students and parents/guardians are strongly cautioned that this choice may prevent the student from securing the credit hours necessary for graduation within the usual four-year period. Before choosing to repeat any course, the student and his or her parents/guardians must confer with the high school administration in this regard. **There must be enough slots available to place a student in a repeat class.**

Failure to meet course requirements will result in failure of the course. Students are expected to complete all high school coursework in the manner specified by the instructor and/or the course syllabus. Typically, a student who falls behind grade level and does not make up work in summer school or approved independent coursework will not be able to continue as a student at PBS.

## Course Changes

No course may be dropped without a reason deemed sufficient by the administration. No course may be dropped that endangers any student's graduation requirements or that will, in the judgment of the high school administration, lessen the student's opportunities to secure TOPS qualifications, college admission, or scholarships.

No course may be dropped after the first full week from the start of the fall or spring semester without academic penalty.

To drop or add a course a student must request permission to drop/add and secure approval from:

- (1) the student's parents/guardians
- (2) the teacher(s) involved
- (3) the high school administration

## ACT Testing

Students are required to take the ACT test no later than the fall of their junior year. Sophomore and Junior students will take the ACT test on a school day in the spring semester. Sitting for this test administration is mandatory. Students must denote that their scores be reported to Parkview Baptist School with the school code 190218. To ensure maximum time to raise their score to a satisfactory level to meet a TOPS score requirement or to broaden other college options, students are encouraged to take the ACT several times.

## Carnegie Units

Students who graduate from Parkview Baptist School are required to have at least 28 Carnegie units of credit from a college preparatory curriculum which is cooperatively planned by the student, the student's parents/guardians, and the school. PBS students are not permitted to graduate early or "test out" of their senior year and receive a PBS diploma.

## Course Offerings

In order to meet Parkview Baptist School graduation requirements, a student must complete a minimum of 28 units of credit in an individual program which shall be cooperatively planned by the student, the student's parents, and Parkview Baptist School.

English 4 units  
Math 4 units (minimum)\*  
Science 4 units (minimum)\*  
History 4 units  
Languages 2 units  
Health & PE 2 units  
Bible 2.5 units  
Fine Arts 1 unit  
Electives 4.5 units\*  
**Total 28 units**

\*Additional units earned beyond the requirements will count toward elective units.

Incoming transfer records will be audited for equivalent courses to determine status in graduation requirement satisfaction.

Parkview Baptist School graduation requirements meet minimum TOPS requirements. The most recent TOPS requirements can be found at [www.osfa.la.gov](http://www.osfa.la.gov).

## SUMMER SCHOOL PARTICIPATION

## **HIGH SCHOOL**

High school students who failed courses that are **mandatory for graduation** are required to attend summer school. This provides those students an opportunity to graduate with their class and allows the students to use the school year to take the required courses for their grade level.

Only two credits may be taken during summer school to remove deficiencies.

Summer school cannot be used to retake passed courses to improve a student's grade-point average, or to skip a required PBS course.

Both the summer school courses and provider must be approved in advance by the administration.

### **Seniors**

If a senior does not pass all the courses and therefore does not have enough credits to graduate with his class he may make up a failed course through an independent study program in the summer.

Expenses for independent study courses will be the responsibility of the student and the parent/guardian.

## **HIGH SCHOOL CLASSIFICATION**

Transfer students may be given partial waiver on Parkview Baptist High School graduation requirements that exceed state requirements as determined by the High School Division Head.

Seniors scheduled to graduate who do not meet the criteria of the Parkview Baptist School diploma are required to report to the counselor's office by January 30 to review the discrepancies in their program and make suitable arrangements for make-up of missing courses. Students who choose not to follow these guidelines will not be permitted to graduate from PBS.

## **Home School Transfers**

Students transferring to PBS from any approved state department of education home school program may receive credit for work that was completed at the high school level. Students must take a pass/fail proficiency exam or standardized exam in each subject for which credit is requested. A benchmark or passing score of 60% or above will result in a full or half unit of credit with a grade of "P" indicated on the student's transcript. A score below the benchmark or 59% or below will not receive credit. Home schooled students may also be required to take a proficiency exam for placement in a particular subject or level. The results of any proficiency exam will be kept on file with the student's permanent records.

## **Homework**

Homework is a vital part of the total program that depends on the number of courses, the ability of the student to utilize time during class, and the size of the assignment, such as a major project or paper. Students are reminded that planning ahead is important to successful completion of all assignments including studying.

Homework assignments are communicated via Microsoft Teams, FACTS Family Portal, and teacher communications of email and/or classroom postings.

# **ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

## **HIGH SCHOOL**

All eligibility is determined in the high school office by the High School Division Head.

- All students must maintain a “C” average (2.0) based on quality points assigned to percent grades at each grading period (4.5 week midterm progress report or 9 weeks report card). Those students below a “C” average (2.0) will be placed on probation on the Student Activities Eligibility List. Any student who is already on probation and earns less than a “C” average (2.0) for the grading period will then be ineligible. A student will remain on probation or ineligible until the next grading period is completed. Students who are ineligible are suspended from after-school participation and may not attend practice, meetings or compete in any events until the end of the next grading period. This includes athletics, field trips, and any off-campus activities. At the next grading period (4.5 week midterm progress report or 9 weeks report card) the student may be removed from the probation or ineligible list if he/she has earned a 2.0 average for that grading period.

## **ELIGIBILITY FOR DIPLOMA**

Full participation in the graduation ceremony at PBS school is a privilege and not a right for the individual student and his/her parents. All graduates are required to participate.

The privilege of graduating with one’s class on graduation day is governed by the following principles:

1. Successful completion of the course of studies required by the State of Louisiana;
2. Successful completion of the course of studies as required by the PBS School Board;
3. Certification by the PBS High School Division Head as having followed the rules and regulations of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony.
4. Successful completion of service hours/community service hours that is required for graduation.
5. Participation in Senior Retreat
6. College Acceptance

**SPECIAL NOTE:** The student must meet all six requirements listed above before he/she is allowed to participate in the ceremony.

These rules and regulations specifically include the section on suspension and dismissal as found in the student handbook; however, other breaches of rules and regulations may be considered by the administration before bestowing on the student the privilege of graduation participation.

## **EARLY GRADUATION**

Parkview Baptist High School does not permit students to graduate early by taking courses in summer school or by independent study.

## **DETERMINING HONOR STATUS FOR GRADUATION**

PBS does not calculate or assign rank of graduates. Honor graduates will be determined by assigning additional quality points to each semester letter grade of PBS core courses only as follows:

Honors Course=1.0

Dual Enrollment Course=1.25

AP Course=1.5

All students graduating with a 3.75 grade point average (weighted or unweighted) or above will be designated as honor graduates.

PBS will accept honors, DE, and AP credits only from schools that are state approved and accredited by a nationally recognized accreditation association such as SAIS/Advanc-Ed.

Should a transferring honors, DE, or AP course not be taught at PBS, it will not be considered or assigned additional quality points when determining valedictorian, salutatorian, or honor graduates.

## VALEDICTORIAN / SALUTATORIAN

Only for the purpose of determining the valedictorian and salutatorian will the following calculation be used:

- Candidates must attend PBS their entire sophomore, junior and senior years.
- Successful completion of service hours/community service hours that is required for graduation
- A weighted GPA from all high school credit courses approved by PBS, such as but not limited to:
  - o English I, II, III, IV
  - o Geometry, Algebra II, Advanced Math I, Calculus
  - o Biology I, Chemistry I, Physics, Science Elective
  - o World History, American History, Civics/Government, European History/World Geography
  - o Religion I, II, III, IV
  - o Foreign Language – Best two-year grades from the same language.

Quality points assigned to semester letter grades are as follows:

A=4    B=3    C=2    D=1    F=0

Additional quality points will be added to each semester letter grade of the courses only as follows:

Honors Course=1.0                  Dual Enrollment Course = 1.25                  AP Course=1.5                  A+= .25

The candidate with the highest weighted GPA from the above calculation will be named valedictorian while the candidate with the second highest weighted GPA will be salutatorian.

A tie for either position will be declared if the difference between the GPA's is .005 or less. If there are two or more valedictorians, then no salutatorian will be named.

**JUNIOR MARSHALS:** Junior marshals must follow an honors schedule and are selected based on weighted GPA for all classes taken at PBS. Also, junior marshals must successfully complete required service hours/community service hours before the Awards Ceremony.

## HONORS CLASSES AND ADVANCED PLACEMENT OPTIONS

### To Qualify for an Honors Course

**Grades 9 -12**    Students must have:  
(1) earned a 3.75 GPA in that subject for all quarter grades in the preceding year

AND

### To Remain in an Honors Course the Following Year

Students must have:  
(1) maintained a 3.25 GPA in that honors subject for all quarter grades with no quarter grade lower than a C

OR



(2) made no semester grade lower than a B (2) earned no quarter grade lower than a B  
AND  
(3) made no semester grade lower than a B

The Administration reserves the right to determine final placement for all students. In order to maintain the academic integrity of both the honors program and the college-preparatory curriculum in grades 9-12, a ceiling limit will be placed on class size each year, subject to the Division Head's review and approval.

Students qualified for placement in honors classes, dual enrollment classes, or Advanced Placement classes must meet all prerequisites of that course.

All students enrolled in AP classes are required to take the AP exam in that subject at their expense. Transfer students requesting honors, DE, or AP courses that they have never been enrolled in will be tested to determine eligibility at PBS. PBS reserves the right to deny admission into these courses.

## HIGH SCHOOL TESTING

### PreACT

The PreACT is an assessment given in the spring to students in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade to provide insights into students predicted performance on the ACT. PreACT reports include both academic and career indicators which provide a complete view of college and career readiness.

### PSAT 8/9

The PSAT 8/9 is an assessment given to ninth graders in October that is closely aligned with the SAT and PSAT/NMSQT. It consists of questions in Evidence-based Reading and Writing and in Math, skills they will need to work on for success in high school.

### PSAT/NMSQT

The Preliminary Scholastic Aptitude Test (PSAT) in combination with the National Merit Scholarship Qualifying Test (NMSQT) is administered each October to tenth and eleventh graders to measure college readiness. Juniors who receive national merit semi-finalist status are usually contacted by May of their junior year. Sophomores will not be eligible for the NMSQT.

### SAT\* and ACT\*

The Scholastic Aptitude Test (SAT) and the American College Test (ACT) are both available to PBS students. These two tests are required by over 95% of all colleges in the United States. The student must check with the desired colleges to determine which of the two tests should be taken. Each of the tests is administered approximately seven times a year, typically on Saturday. Registration and exam fees are the responsibility of the student.

*\*Students taking either of these tests who require accommodations based on a recent professional evaluation must contact the high school academic counselor for further information.*

### Advanced Placement

The Advanced Placement (AP) Exams are administered in May to students who have completed College Board approved college-level coursework in high school. Most colleges and universities accept successful exam scores for credit. Exam fees are the responsibility of the student.

## **HIGH SCHOOL CONTACTS**

Becky Polk, High School Division Head

Becky Madden, Dean of Students

Brett Shelton, Dean of Students

Hollea Holliday, Director of Academics & College Placement

Nina Starks, Registrar

Jamie Bozeman, High School Receptionist

Teri LaRose, High School Office Manager

Danny Smith, Athletic Director