

**Bartow Elementary Academy**

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Bartow, Florida 33830

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**2007-2008  
STUDENT HANDBOOK  
and  
BEHAVIOR MANAGEMENT PLAN**

**Carol Borders**  
Principal

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Assistant Principal

**This agenda belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Student No.** \_\_\_\_\_

# STUDENT HANDBOOK

## VISION STATEMENT

Bartow Elementary Academy is a family partnership committed to excellence. We expect everyone to cooperatively acquire the skills and knowledge to become successful lifelong learners with respect for themselves, others, and the world around them.

### BEFORE AND AFTER SCHOOL

- Serving time for the Breakfast Program is 7:45 until 8:00 AM. Car riders and walkers are to arrive no later than 7:45 AM in order to avoid being tardy to class and allow time to eat.

Breakfast and lunch prices:

	<b>Regular</b>	<b>Reduced</b>	<b>Adult</b>
<b>Breakfast</b>	_____	_____	a la carte prices
<b>Lunch</b>	_____	_____	_____

*According to school board policy, students are not permitted to charge meals. We realize, however, that circumstances arise when students are without funds and need meals. Therefore, the BEA policy will be that students may not charge over \$7.00. Once that amount is reached, students will be offered an alternative meal until charges are cleared. The alternative lunch is a cheese sandwich and milk.*

- **School starting time:** 8:05 AM                      **Tardy bell:** 8:10 AM

### MORNING PROCEDURES

#### Drop Off

- **Kindergarten – 2<sup>nd</sup> grade** car riders may be dropped off at the covered walkway on Wilson Avenue, for safety purposes.
- **3<sup>rd</sup> – 5<sup>th</sup> grade** car riders are to be dropped off at the side entrance of the auditorium on Florida Avenue.

#### Seating

- **Kindergarten – 1<sup>st</sup> grade** will report and be seated in the dining room.
- **2<sup>nd</sup> – 3<sup>rd</sup> grade** will report to the front courtyard near the office and be seated.
- **4<sup>th</sup> – 5<sup>th</sup> grade** will report to the auditorium steps and be seated.

#### Inclement Weather

- **2<sup>nd</sup> – 3<sup>rd</sup> grade** will report to the 2<sup>nd</sup> grade hallway; **4<sup>th</sup> and 5<sup>th</sup> grade** will report to the auditorium.

### AFTERNOON PROCEDURES

- Car riders will be dismissed from the side exit of the auditorium onto Florida Avenue.
- Bus students will be loaded onto buses on South Wilson Avenue.
- Parents should call the office by 2:00 PM if afternoon procedures for going home are different.

### SUPERVISED HOURS

- The supervised hours on our school campus are 7:45 AM –3:00 PM. Please respect these hours when dropping off or picking up your child. KIDCARE provisions are available beginning at 6:30 AM and ending at 6:00 PM. Contact the KIDCARE office between 9:00 AM and 5:00 PM at 686-6115, or call BEA KIDCARE at 519-3828.

## BIKE RIDERS AND WALKERS

- Bike riders are to walk their bikes on the school grounds. Bikes are to be kept in the bike racks on the north side of the main office just inside the fence. It is recommended that they be locked.
- Walkers should observe safety procedures while walking to and from school.

## UNIFORM DRESS CODE

1. **Neatness:** Uniforms should be clean and in good condition with shirts tucked in at all times.
2. **Cleanliness:** Students should come to school with clean bodies.
3. **Uniform tops:** Knit polo shirts with a secured, embroidered academy logo on left chest area.
  - Uniform tops may be white, hunter green, or burgundy.
  - School spirit tee-shirts may be worn on the last day of the week.
  - White, short-sleeve undershirts that do not protrude from the sleeves may be worn under the uniform top.

*It is mandatory that all students have at least one white polo shirt to wear on field trips and for fall and class pictures. The dress code will be modified on Personality Picture Day.*

4. **Bottoms:** Students are expected to wear navy uniform dress pants or mid-thigh length shorts. Cargo bottoms are not permitted. Acceptable fabrics should look like twill and do not include knits or corduroy. Bottoms with belt loops are to be worn with belts around the waist.
  - Belts must be solid navy, black or brown. *Exception:* On School Spirit Days, students may wear belts that coordinate with the color of their school spirit shirt.
  - Girls may wear uniform navy dress skirts, split skirts/skorts, shorts, jumpers, or capris.
  - Shorts, skirts/skorts, and jumper lengths must be no shorter than mid-thigh.
  - To accommodate participation in a variety of PE activities, girls are expected to wear some kind of shorts underneath skirts and jumpers.
5. **Jackets/Sweaters/Sweatshirts:** The required colors of outerwear to be worn by students are solid navy, hunter green, burgundy, white or ash gray. Non-uniform jackets may only be worn outside of the school building.
6. **Socks:** Students are required to wear socks. The required colors are solid navy, hunter green, burgundy, or white socks that coordinate with the school uniform. Logos larger than the size of a dime are not acceptable. *Exception:* On School Spirit Days, students may wear socks that coordinate with the color of their school spirit shirt.
7. **Shoes:** For safety purposes, flat/low rubber-soled shoes that have a closed toe and heel are required. Shoes must be fastened or secured to the foot for safety purposes. Boots are not permitted.
8. **Earrings/Jewelry:** Expensive and/or excessive amounts of jewelry, such as necklaces, rings, and bracelets, are not recommended due to distractibility, safety, and the chance of loss.
  - Young gentlemen are not allowed to wear earrings.
  - For safety purposes, earrings for young ladies must be smaller than a dime.
  - No other piercings are permitted.
9. **Hair:** All students should have clean and well-groomed hair each day. Bangs may not be worn below the eyebrow and should not obstruct vision. Colored hair, such as green or blue, is not permitted. No numbers, designs, or writing may be shaved into the hair.

### **Boys**

- Young gentlemen's hair length may not exceed the top of the collar.

## ***Girls***

- Beads or hair ornaments that obscure vision or otherwise provide distraction to the wearer or other students are not allowed.
  - Hair accessories must be kept to a minimum and must be uniform colors—navy, burgundy, hunter green, white, brown, or black. On School Spirit Days, young ladies may wear hair accessories that coordinate with the color of their school spirit shirt.
10. **Hats:** Hats and other head coverings may not be worn at school except for special days or medical consideration approved by the administration.
  11. **Make-up/Nails/Tattoos:** Make-up, nail polish, and body glitter are not permitted. Tattoos, artificial nails, and other distracting body art are not permitted.
  12. **Backpacks and Trapper Keepers:** For safety purposes, backpacks on wheels and trapper keepers are not allowed.
  13. **Alternative Dress Code:** The purpose of Dollar Denim Day is to raise money for school families in need, the BEA Scholarship Fund, and other worthy causes as approved by the administration. Students will pay one dollar to wear denim shorts, pants, skirts or jumpers. In accordance with district policy, no overalls are permitted. Clothes must be hemmed and fitted. Belts are required. School spirit shirts or uniform shirts must be worn.
  14. **Extreme Cold Weather Attire:** How can your child follow the uniform dress code and still be warm during cold weather? The best way is by layering the clothing. A white undershirt that does not protrude from the sleeves can be worn under the polo shirt, and then a solid sweatshirt can be worn over the polo shirt. The solid color jacket can then be worn over the sweatshirt.
  15. **Dress Code Infractions:** All students are expected to fully comply with the required Uniform Dress Code, as agreed upon by parent/guardian signature on the *Academy Contract*.
    - Students not following the dress code will be issued a *Dress Code Reminder* to be signed by the parent and returned the following day.
    - If the student receives more than three *Dress Code Reminders*, the fourth and any following dress code infractions will then become a Dress Code violation and result in an infraction mark.

*Please note that infraction marks for Dress Code violations will affect the student's eligibility for Good and Super Citizen recognition, but not towards a PDI or office referral.*

- All students and parents are expected to work cooperatively with the Academy to meet the high expectations established by our parents and staff.

***Parents and Visitors:*** *You are helping us set the proper example for our students. Please dress appropriately when visiting the school or chaperoning field trips.*

## **SCHOOL-WIDE BEHAVIOR EXPECTATIONS**

Students are expected to behave in a manner to promote academic progress for themselves and others. At all times, students are expected to show respect for teachers, school personnel and fellow students.

### **Our students are expected to:**

- Make progress toward the goal of becoming self-disciplined, self-directed learners and problem solvers.
- Follow Bartow Elementary Academy's behavior expectations, including Dress Code.
- Speak courteously to every adult and child, using good manners at all times.
- Remain task oriented, quiet, and orderly.
- Participate and put forth their best effort.
- Demonstrate the qualities of neatness, promptness, and accuracy.

- Be responsible for completing and turning in class work and homework.
- Bring necessary materials to class.
- Respect property of others.
- Care for textbooks, furniture and equipment, the school building, and grounds.
- Be responsible for delivering communications to and from school.
- Practice safety on buses and school grounds.
- Take pride in their school.
- Stand next to their seat during classroom presentations in 2<sup>nd</sup> through 5<sup>th</sup> grades.

**In the dining room, students are expected to:**

- Practice courtesy and good manners.
- Keep dining room neat and clean.
- Refrain from exchanging food.
- Speak in low, conversational tones.
- Remain seated until dismissed.
- Eat the school lunch or a nutritious lunch from home (no soft drinks or fast food lunches from local restaurants).

**In the halls and stairwells students are expected to:**

- Walk in single file at all times without speaking.
- Keep hands to themselves.
- Respect artwork and projects on display.

**In the auditorium students are expected to:**

- Behave in a refined and courteous manner.
- Be personally responsible for the impression made by the school as a whole, whether guests are present or not.
- Refrain from whistling, inappropriate clapping, hooting, booing, boisterousness, and talking during a program.
- Sit in their assigned areas.

**In the restroom students are expected to:**

- Practice safety and cleanliness.

**During Extended Library students are expected to:**

- Make arrangements for staying or going home prior to Thursday afternoon. Students will not be permitted to call home for instructions. Extended Library hours are from 2:40–5:15.
- Accelerate the sign-in process by arriving from the classrooms at 2:40 and having AR books and folders out of backpacks before entering the Media Center for Extended Library.
- Report to Kid Care if supervised by Kid Care. Attendance at Extended Library must be in the company of a Kid Care employee.
- Be accompanied by an adult if in grades K–1. Second–fifth grade students may attend without an adult.
- Stay on task with reading and testing. Siblings are not permitted to “babysit” younger children.
- Stay on task at all times while attending Extended Library. It is recommended that younger students are picked up before the 5:15 ending time.
- Read and test only; homework and socializing is not allowed.
- Refrain from bringing food, drinks, candy, and gum to the media center.
- Stay in the media center. Returning to classrooms is not permitted.

- Test only on the AR level assigned by the classroom teacher.
- Take AR tests without the help of other students or adults.
- Stay in the media center or computer lab unless permission to leave is given by the Extended Library staff.
- Respect the rights of all readers to a quiet reading and testing atmosphere.
- Understand that all Bartow Elementary Academy rules apply.

Students will receive an *Extended Library Referral* for failure to follow the Extended Library rules. The parent and student both must sign this form in order for the student to return to Extended Library. The classroom teacher also will receive notification of the inappropriate behavior, which will result in one infraction mark on the classroom discipline chart. The Extended Library staff reserves the right to call parents and have a child picked up anytime during the Extended Library time for failure to comply with the rules.

*We welcome all students, and we believe that our Extended Library hours will be advantageous for each child who meets our expectations. Our goal is to create an environment where all students can be productive and successful. Your support and cooperation are appreciated.*

***A Special Message for Parents***

- *Please converse or conference with other teachers or adults outside of the media center during our Extended Library hours.*
- *Please limit the calls to the office about your child during Extended Library hours. We do not have staff available to field the many calls that come in.*

**On the bus, students are expected to:**

- Obey the bus driver’s instructions and Polk County School Bus Guidelines.
- Go directly to assigned areas as busses arrive at school.
- Report directly to the office when receiving a bus referral.

**At the bus stop students are expected to:**

- Walk to and from the bus and not run after the bus at any time.
- Refrain from fighting and using profane language and gestures.
- Refrain from throwing objects.
- Refrain from behavior or activities which could endanger students’ safety.
- Remain off of the roadway and in a safe area.

***Penalty:*** *For violating bus rules, a pupil will be reported by the bus driver to the school administrator, who has authority to suspend the pupil from the bus.*

**HOMEWORK POLICY**

The primary purpose of homework, in addition to reinforcement, is the experience it gives students to work on their own. It is the student’s responsibility to complete homework and return as assigned. Homework may be assigned at all levels.

**Homework at Bartow Elementary Academy:**

- Should be meaningful.
- May be written or non-written.
- Is an extension of the class work and should be completed by the student.
- Must be reviewed and signed by parents.
- Should be neat and completed on time according to teacher’s directions.

*Students in grades K–5 are expected to have all homework signed by a parent. As a consequence for non-compliance, the student will receive one infraction mark for a Missing*

*Signature, number 12 on the Classroom Record of Study Habits and Personal Development. The infraction mark will affect the student's eligibility for Good and Super Citizenship recognition.*

**Recommended Daily Homework Times**

- Kindergarten–1<sup>st</sup> Grade:..... 15–20 minutes
- 2<sup>nd</sup> – 3<sup>rd</sup> Grade: .....30 minutes
- 4<sup>th</sup> – 5<sup>th</sup> Grade: .....45 minutes

*In addition, students are expected to read or be read to at least 15 minutes each day.*

**SAFETY PATROL**

The school Safety Patrol, selected from the fifth grade students, assists the staff in providing for the safety of our boys and girls. All students are required to follow the instructions of the patrol.

**FIRE, TORNADO, AND OTHER EMERGENCIES**

Drills are held on a monthly basis throughout the school year.

**Emergency Drill Rules**

- Check the posted instructions in each classroom indicating how to leave the building in case of fire or other emergency which requires building evacuation.
- Walk.
- No talking; listen for directions.
- Move quickly and quietly to the designated area.

**CONFERENCES**

Three to four family conferences will be scheduled to review your child's schoolwork portfolio with his/her teacher or team of teachers. Both parents, when applicable, are encouraged to attend.

**VISITATIONS**

Parents and interested citizens are always welcome at Bartow Elementary Academy. However, for the protection of our children we must insist on the following:

- All visitors (including parents) must first report to the office and sign in.
- Visitor badges must be worn while on the school grounds.
- It is expected that arrangements for classroom visits will be made at least one day before the visit.
- Visitors are not to drop in and interrupt the teacher during the teaching process.
- Visitors may park in the lot across from the school on South Wilson Avenue.
- While visiting for lunch, please eat at the tables designated for visitors, or, if space allows, at the classroom table of the student being visited. The Butterfly Garden is also available for lunch time visits.
- No other students are allowed to join the visited child for lunch.
- Please do not allow siblings or any non-BEA students on the playground.

**FIELD TRIP POLICY**

- Chaperones must be approved BEA Volunteers.
- For your child's protection, according to the *Polk County School Board Field Trip Policy*, BEA is responsible for the return transportation of your child to BEA from a school sponsored event unless a prior written request from the parent or legal guardian is received and approved by Mrs. Borders.
- Tobacco, alcohol, and illegal drug use is prohibited in cars, on busses, and at field trip sites.

- Chaperones will wear appropriate clothing, as recommended by BEA.
- Chaperones will assume duties at BEA prior to the trip and complete duties at the school upon return. Arrangements have to be made prior to the trip if other conditions apply.
- Chaperones are responsible for the children assigned to them, and as a chaperone, you have agreed not to bring siblings or friends to the field trip site.
- Chaperones providing the transportation for a field trip will assume liability for the students in their vehicle in the case of an accident. Chaperones will furnish the school with proof of insurance.
- Please note that no refunds are available for field trips.

## HOME-SCHOOL COMMUNICATION

Bartow Elementary Academy is committed to regular communication of school activities and student progress so parents can be actively involved in their children's education. It is the student's responsibility to deliver written communications to and from school. Please read carefully, file for future reference, or sign and promptly return them when requested. Your signature indicates you have received and made note of the information.

## MEDICATION

In accordance with school board policy, school personnel will not be able to administer any medication (including cough drops) to students unless they have received a medication form properly completed and signed by the doctor or nurse practitioner, and the medication has been received in an appropriately labeled container. Medication forms can be obtained in the school office. You may take the Authorization for Medication form to your private physician, medical provider, the Health Department, walk-in clinic, or emergency care provider.

Prescription medications must be brought to school in a pharmacy labeled bottle with directions for how the medication is to be given. Over the counter drugs must be received in the original container labeled with the child's name, and will be administered according to the doctor's/nurse practitioner's written instructions.

## ABSENCES AND TARDIES

School attendance is directly related to school achievement. Parents have the responsibility to make sure that students attend school every day, to arrive promptly and remain throughout the scheduled day. All absences are classified as excused or unexcused. Excused absences include the following: illness, family funerals, religious holidays, or family emergencies. Absences for other reasons may be excused if given prior approval. All other absences are defined as unexcused.

**Bell Schedule:** Arrival time – 8:05 AM; Tardy bell – 8:10 AM; Dismissal – 2:40 PM

- Every effort should be made to schedule medical and dental appointments after school hours or during holidays.
- A parent must call the school by 9:00 AM if a child is not in school.
- If a student leaves during the school day, the student must bring a written request from the parent in advance. Students must be signed out from the school office by a parent, legal guardian, or someone authorized on the student emergency card.
- When a student is absent for reasons other than illness, family funeral, or family emergencies, parents are to send in a written request to the principal for approval. These requests should be sent in at least 48 hours in advance to allow the teacher time to prepare assignments.
- When a student has an unplanned absence, he or she must bring a written note that will include the date, reason, and signature of the adult.

- When a student arrives after the tardy bell, the parent must report to the office before the child will be admitted to class. (new paragraph)
- Poor attendance or persistent tardiness will result in poor academic progress.
- Excessive absence or tardiness will require a parent conference with an administrator.
- Three or four instances of tardiness during a nine week grading period may place your child on an Attendance Contract, and six or more absences in a year may place your child on an Attendance Contract.

### **AFTERNOON CAR PICKUP**

- Students are to be picked up only on Florida Avenue located on the east side of the building.
- For safety precautions, no pickups are allowed on South Wilson Avenue
- Students will be released only to the cars in the pickup line.
- For security purposes, parents are not to walk in to get students.

### **ANIMALS AT SCHOOL**

- No animals are to be brought to school unless approved by the teacher, who will consult school board policy.
- The purpose of any animal in the classroom is for observation and study. All details of the visit must be prearranged with the teacher.
- Any stray dogs found on the school campus during the day will be reported to animal control.

### **BRINGING FOOD TO SCHOOL**

Parents are asked to monitor food being brought to school. All students are expected to follow these policies:

- No gum is allowed at school or at school activities. This includes Union students awaiting car pick-up in the auditorium.
- No soft drinks or fast food restaurant meals may be brought to the student during lunch.
- Snacks and lunches should be nutritious. Chocolate, candies, and other sweets are discouraged.
- No birthday treats may be brought to school for kindergarten through 5<sup>th</sup> grade students.

### **PTA BIRTHDAY BOOK!**

Your PTA encourages you to give a book as the preferred treat to celebrate a birthday. In accordance with the Wellness Program, the Polk County School Board does not allow cakes and treats. In lieu of a cake, please join us in celebrating the Birthday Book program.

Teachers should have wish lists to fill their class libraries. Ask your child to pick a book from the list and purchase it. Your child then presents the book to the class or media center on his or her birthday, or on a special day for honoring a summer birthday. A label will be placed inside the book identifying your gift. Younger siblings, friends and future classes can then enjoy the gift for years to come.

### **CIVIL RIGHTS OF STUDENTS**

The school board shall maintain a learning environment free from harassment based on race, color, national origin or language spoken, religion, sex, marital status, age, disability, or homelessness. Students shall not be excluded from participating in any educational program or activity provided in the schools in Polk County based on race, color, national origin or language spoken, religion, sex, marital status, age, disability, or homelessness. If you have any questions regarding Title II, Title IX, or the Individuals with Disabilities Education Act of Section 504 of the Rehabilitation Act

of 1973, you may contact Sherwin Holmes, Liaison Administrator, at 863 534-0931. Written questions may be forwarded to the Equity Specialist of the Liaison Administrator, School Board of Polk County, Florida, P.O. Box 391, Bartow, Florida, 33831-0391.

## SCHOOL WIDE BEHAVIOR MANAGEMENT PLAN

### School wide expectations as correlated with the Elementary Report Card:

- Takes pride in work.
- Works well on his or her own (stays on task).
- Listens and follows directions.
- Participates in activities.
- Respects rights of others (demonstrates courteous behavior).
- Gets along with classmates (works cooperatively with peers).
- Respects authority.
- Behaves in school (good safety habits).
- Completes class assignments.
- Completes homework assignments.
- Brings proper materials.
- Returns books and forms on time. *Signatures on forms are a requirement at BEA.*

## PROCEDURES

Each classroom teacher will keep a *Classroom Record of Study Habits and Personal Development*. Teachers record the number of the school wide expectations not met on this record. A *BEA Teacher/Parent Communication Form* will be sent home before a student receives a *Personal Development Interim* (PDI). *BEA Teacher/Parent Communication Forms* will also be sent home between incurring *Personal Development Interims* (PDI's). **The BEA Teacher/Parent Communication Form is sent home to the parents to be signed and returned the next day.** Parent signature merely represents that the parent has reviewed the form.

## INFRACTION MARKS

When three marks are recorded on the classroom discipline record for behavior infractions, the following actions result:

- A *Personal Development Interim* (PDI) is sent home to the parents to be signed and returned the next day.
- PDI's are sent home for infractions of all expectations numbered 1–8.
- Parents are expected to confer with their child to review the expectations, then sign and return the PDI the following day.

Nine infraction marks (3 PDI's) during a nine-week grading period will result in an *Office Discipline Referral*, which will include a conference with the assistant principal and assignment to the ISD (In School Detention) room for time out. Teachers are asked to send copies of the PDI's with the *Office Discipline Referral* for conferencing purposes. A copy of the *Office Discipline Referral* is sent home to the parents to be signed and returned the next day.

### Students are assigned to ISD as follows:

- First office referral** = 9 infraction marks per nine-week grading period
- Students in grades K–1 receive a half-day ISD
  - Students in grades 2–5 receive a full-day ISD

**Second office referral** = 15 infraction marks (5 PDI's) per nine-week grading period

- Students in grades K–1 receive 2 half-days ISD
- Students in grades 2–5 receive 2 full-days ISD

**Third office referral** = 21 infraction marks (7 PDI's) per nine-week grading period

- Students in grades K–1 receive 4 half-days ISD
- Students in grades 2–5 receive 4 full-days ISD

Twenty-seven infraction marks (9 PDI's) during a nine week grading period will result in an office referral and conference with parents to discuss the status of their **Academy Contract**. Recommendation for assignment to the Alternative Education Program may also be discussed.

**Exception:** *Strategies for ESE students under the age of 10 may include an intervention staffing with action.*

Any student who has a pattern of inappropriate behavior will be subject to modification of the consequences. Parents will be called in to discuss the items not being met in the *Academy Contract* and the interventions that have been used. The student may be assigned to a Behavior Intervention Plan. In establishing such contracts, parents work hand-in-hand with the principal, guidance counselor, and teacher to develop interventions to improve the student's behavior. Continued improvement will be expected in order to remain at the Academy. Students not making adequate progress may be subjected to dismissal from the Academy.

## SEVERE INFRACTIONS

Consult the School Board *Code of Conduct* for a more thorough list, but the following are severe infractions and will result in automatic assignments to ISD, parental conference, and/or suspension:

- Disruptive/unacceptable behavior
- Fighting
- Gambling
- Slander/libel
- Cheating
- Forgery
- Theft
- Trespassing
- Being in an unauthorized area
- Improper use of a vehicle
- Abusive, profane, obscene, or vulgar language

Consult the School Board *Code of Conduct* for a more thorough list, but the following are more serious infractions and could result in ISD, parental conference, suspension, or assignment to Alternative Education.

- Battery
- Blackmail
- Coercion
- Extortion
- Indecent exposure or conduct
- Insubordination
- Mooning
- Violent acts against school personnel
- Bullying (harassment)
- Possession or use of weapon

Students who receive an *Office Discipline Referral* for a severe infraction will be issued three infraction marks on their *Classroom Record of Study Habits and Personal Development* as part of their consequences. The infraction marks will affect the student's eligibility for Good Citizenship and Super Citizenship recognition. This will be communicated on the *Office Discipline Referral* form to the parent and the teacher. Additional consequences for the severe infraction will be administered as designated by the *Code of Conduct*. The teacher and the principal are to involve the guidance counselor for assistance in developing an intervention plan if a student repeatedly commits severe infractions.

## BUS DISCIPLINE REFERRALS

### First Bus Slip

- Warning letter
- Phone call home
- One infraction mark for Expectation No. 8 (Behaves in school/Good safety habits)

### Second Bus Slip

- Up to 3 days suspension from the bus
- Two infraction marks for Expectation No. 8

### Third Bus Slip

- Up to 5 days suspension from the bus
- Three infraction marks for Expectation No. 8

*A BEA Teacher/Parent Communication Form will be sent to the classroom teacher by the administrator, indicating the number of infraction marks. Administrative discretion may be used when dealing with the number of days the student is suspended from the bus.*

### Fourth Bus Slip

- Up to 7 days suspension from the bus
- Four infraction marks for Expectation No. 8

### Fifth Bus Slip

- Up to 10 days suspension from the bus
- Five infraction marks for Expectation No. 8

## MISSING ITEMS POLICY

As designated on the report card, students are expected to complete and turn in all homework and classroom assignments as well as to return books, forms and materials in a timely manner. The following steps will be followed for students who fail to comply with Report Card Expectations 9–12:

**Missing Class/Homework Assignments** (Report Card Expectation No. 9: *Missing Classwork*, and No. 10: *Missing Homework*)

### Day One

Students will receive a BEA Teacher/Parent Communication Form for a missing assignment (for classwork and/or homework), and as a consequence, the grade will be lowered and one infraction mark will be added to the *Classroom Record of Study Habits and Personal Development* for Report Card Expectation No. 9 or No. 10.

*Please note that infraction marks for these expectations do not count towards office referrals. The infraction marks will affect the student's eligibility for Good and Super Citizen recognition.*

### Day Two

If the BEA Teacher/Parent Communication Form is not returned and signed one infraction mark will be added to the *Classroom Record of Study Habits and Personal Development* for Report Card Expectation No. 12.

### Day Three

If the missing work is still not turned in, the student will receive a grade of zero as a consequence and the work may not be made up.

**Missing Materials/Books/Forms/Signatures** (Report Card Expectation No. 11: *Materials*, and No.12: *Books, Forms, Signatures*).

### **Day One**

Students will receive a BEA Teacher/Parent Communication Form for missing materials/ books/forms or signatures, and as a consequence, one infraction mark will be added to the Classroom Record of Study Habits and Personal Development for Report Card Expectation No. 11 or 12.

### **Day Two**

If the BEA Teacher/Parent Communication Form is not returned and signed, one infraction mark will be added to the Classroom Record of Study Habits and Personal Development for Report Card Expectation No. 12.

*Please note that infraction marks for these expectations do not count towards office referrals. The infraction marks will affect the student's eligibility for Good and Super Citizen recognition.*

### **POLICY FOR MAKE-UP WORK (for excused absences)**

It is the student's responsibility to request and complete all make-up work. Students will have the number of days equal to the number of days absent to complete and return this work before the missing assignment policy goes into effect (i.e., if the student is absent for three days, he/she has three days to complete and return the work).

### **PERSONAL DEVELOPMENT ON THE ELEMENTARY REPORT CARD**

- **Zero to one** infraction mark during the same grading period on any of the Personal Development Expectations gives the student an **E** on the Progress Report Card.
- **Two** infraction marks during the same grading period on any of the Personal Development Expectations lowers the student's grade to a **G**.
- **Three** infraction marks during the same grading period on any of the Personal Development Expectations lowers the student's grade to an **S**.
- **Four** or more infraction marks during the same grading period on any of the Personal Development Expectations lowers the student's grade to an **N**.

*Teacher discretion may be used to adjust the behavior level on the Progress Report Card.*

### **EARNING GOOD CITIZEN AND SUPER CITIZEN AWARDS**

#### **Super Citizen**

The student may have no more than two infraction marks on the BEA Classroom Record Card for Study Habits and Personal Development, numbers 1–12.

#### **Good Citizen**

The student may have no more than four infraction marks on the BEA Classroom Record Card for Study Habits and Personal Development, numbers 1–12.

*Teacher discretion may be used in exceptional circumstances. If a student shows marked improvement for at least 3–4 weeks, the teacher may award Good Citizen or Super Citizen status to students who are border line.*