

BMS PROCEDURES FOR REWARDS/PARTIES

1. Any type of reward/party requires a **Reward/Party Request Form** submitted to the office for approval one week before the date of the party. **IF FORM IS NOT SIGNED AND RETURNED, YOU MAY NOT HAVE THE REWARD/PARTY.**
2. Class/Team parties will be rewards for academic progress based on specific goals. Students not achieving progress will not be rewarded.
3. Classroom teachers should not plan to have a party in every class all day. Consider the team approach when rewarding students and select one period and one location for the party.
4. If students forget to bring refreshments or supplies on the day of the party, no arrangements should be made to have the items brought to the school. No party supplies or food should go through the main office or the guidance office.
5. No party refreshments should be taken from the party classroom or area.
6. The party should not distract students in other classrooms.
7. The school snack machines can be used only during lunch and after 3:20 P.M. Teachers should not reward students by allowing them to go to the snack machines.
8. Teachers are not allowed to sell unauthorized candy or snacks to students.
9. Teachers must attach to the request form separate lists of students who will and will not be attending the party.

REWARD/PARTY REQUEST FORM

NAME _____ **GRADE** _____ **TEAM** _____

REASON FOR PARTY _____

ACADEMIC GOAL ACHIEVED _____

HOW MEASURED _____

TYPE OF REFRESHMENTS _____

HOW PROVIDED _____

LOCATION OF REWARD/PARTY _____ **DATE** _____ **PERIOD** _____

PLAN FOR STUDENTS WHO HAVE NOT ACHIEVED GOALS TO ATTEND

PARTY _____

PERSON RESPONSIBLE FOR THESE STUDENTS _____

PLAN FOR MISBEHAVIOR AT THE PARTY _____
