

classes. Non-emergency notes or deliveries must be addressed between classes and before 2:00 p.m. The disruption of the educational process by the delivery of balloons, flowers, singing telegrams or other special gifts are not allowed.

FIRE DRILLS AND PROCEDURES

The sound of the fire alarm or the tornado alarm is the signal to follow emergency procedures. An emergency evacuation map is posted in each class area. Teachers will review the plan at the beginning of each school year. When the alarm sounds, walk quietly and in single file from the classroom to your classes' designated area. Stay with your class and await further instructions. Classes will not re-enter the building or classroom until they are told to do so by their teacher.

REPORT CARDS and GRADING POLICY

Report cards are sent out on the fourth day after the end of the nine weeks, unless this falls on Friday or a holiday. A parent or guardian should sign the bottom of the report card and the student is to return that portion to the homeroom teacher the next day. **Progress reports will also be sent home for all students in the middle of each nine-weeks grading period.** Report cards are electronically generated and parent request for additional report cards can be made through the office of the principal. The following grade scale is used for subject/content area:

93-100 A

85-92 B

77-84 C

76-70 D

69 or below F

Conduct Grades – U-unsatisfactory, N-needs improvement, S-satisfactory. If grades are incomplete at the close of the semester, the student will receive an "I" for "Incomplete." It is the responsibility of the student to see that all work is made up in a timely manner.

Honor Roll Requirements are as follows:

Principal's Honor Roll – All A's no U's in conduct

Regular Honor Roll – A's=B's no U's in conduct

This information will be printed in Bolivar Bulletin and posted at the school and on the school's website each nine weeks.

RETENTION in grade – students who have yearly averages below 70 in two or more core subject

