

# The Bookmark Card System

Monitoring behavior in a way that is accountable and respectful  
**Grades 3, 4, 5**  
**2018-2019**

*Here's how it works:*

1. Students have a library pocket affixed to the upper right hand corner of their desks.
2. Students begin each day with a “bookmark” in their pockets.
3. If a student follows all the class rules for the day, the box is marked.
4. If a student breaks a rule (minor infraction):
  - a. First the teacher gives eye contact to ensure the student knows they were caught.
  - b. The teacher quietly removes the bookmark and replaces it with a card (1<sup>st</sup> offense white, 2<sup>nd</sup> – yellow, 3<sup>rd</sup> – blue, 4<sup>th</sup> – red (parent notified))
  - c. The teacher continues teaching while this is done quietly. If students object to the card, they may respectfully approach the teacher at recess to discuss it.
5. At the end of each day, the box is marked if they still have their bookmarks. Those who lost theirs are called up and the color of cards the student received is recorded in the box for that day.
6. On Friday, the total number of cards for the week for each child is recorded. The bookmark is attached to the student’s Monday Folder. Parents are asked to look over the bookmark, discuss and reward good behavior, and sign the bookmark to show that they have seen it. Students must have their bookmark signed and returned by Tuesday or parents will be asked to come to the classroom after school to sign the bookmark.
7. The following consequences are also included:
  - a. **1<sup>st</sup> offense:** white card – warning
  - b. **2<sup>nd</sup> offense:** yellow card – student is moved to the focus area for the remainder of or the next instruction period
  - c. **3<sup>rd</sup> offense:** blue card – the student loses recess and is moved to the focus area for the remainder of the day
  - d. **4<sup>th</sup> offense:** red card – the student loses recess (during recess the student will fill out a reflection form), the student is moved to the focus area for the remainder of the day and parent(s) are notified of after school detention(s) or suspension.
8. The Bookmark Card System is designed to manage minor infractions.

**Minor infractions:** Will be addressed by classroom teachers according to the Bookmark Card System. Teacher discretion will determine whether any of these minor infractions will lead to a student receiving a red card in their behavior pocket chart.

**Examples of Minor Infractions include, but are not limited to, the following:**

- Disorderly conduct (yelling, slamming; throwing; running in halls)
- Causing minor damage to school property or property of others without intent to injure others
- Clowning around in class or halls
- Showing disrespect to an adult through face, body, or action
- Chewing gum
- Failure to follow classroom and school rules
- Loitering in the school building or on school grounds
- Public display of affection
- Bullying / taunting / name calling
- Verbal interruption/distraction
- Out of seat without permission
- Throwing objects

Red cards are accumulated throughout the year.

**Major infractions: (Automatic Red Card)** Listed below will be addressed by the classroom teacher. Consequences for misbehavior will be given in the following incremental categories:

**First offense:** One after school detention.

**Second offense:** After school detention and a parent conference where the student must be present.

**Third offense:** After school detention, a parent conference where the student must be present, and the development of a behavior plan.

**Fourth offense:** Suspension.

Additional suspensions will follow after each three additional detentions. For any infractions warranting suspension or expulsion, the school will reference and follow **Colorado Revised Statute 22-33-106**.

**Examples of major infractions include, but are not limited to the following:**

- Any series of minor infractions or pattern of activity that is detrimental to the welfare or safety of other students or repeatedly interferes with a school's ability to provide educational opportunities to other students.
- Punching, shoving, biting, or physically assaulting another student.
- Willful destruction or defacing of school property (with intent to harm others).

- Ridiculing others or using profane language or gestures
- Verbal intimidation or threats, physical intimidation, racial slurs, or sexual intimidation or harassment.
- Theft.
- Actions of continual willful disobedience or open persistent defiance of proper authority.
- Cheating on a test or assignment; plagiarism.
- Skipping a class.
- Forgery.
- Behavior on or off school property, which is detrimental to the welfare and safety of other students or school personnel.
- Throwing objects that can cause bodily injury or damage property.
- Lying
- Inappropriate possession or use of items at school (such as cell phones, walkmans, CD players, etc.) Items will be confiscated and parents must come to school to retrieve the item.
- Repeated uniform violations (10 violations of any category will lead to a detention).

**The following major infractions will be referred immediately to the school Director or Assistant Director for consequences:**

- Possession of matches or cigarette lighter (or other dangerous items).
- Leaving the school property without permission.
- Carrying, bringing, using or possessing on school property without authorization of the school: fireworks or any dangerous weapon or facsimile.
- Use or possession of tobacco products, alcohol, drugs or look-alike drugs.
- Committing extortion, coercion, or blackmail.
- Physically assaulting or causing bodily injury to an employee, a visitor, or another student.
- Verbally assaulting or threatening an employee, or a visitor.
- Repeated verbal intimidation or threats, physical intimidation, racial slurs, or sexual intimidation or harassment.
- Repeated bullying / taunting / name calling.
- Membership in a gang, a secret fraternity, sorority, or society, which is prohibited by law.
- Gambling or engaging in a game for the purpose of gaining money or property.

**Parents are notified of all major infractions. The school will reference and follow Colorado Revised Statute 22-33-106 for any infractions warranting suspension or expulsion.**