

Lake Castle Madisonville Private School

Lower Elementary (PPK-3) Discipline Policy

Mrs. Donahue: Lower Elementary Disciplinarian

The philosophy of discipline at Lake Castle is to create an atmosphere that sets guidelines which must be followed in order to achieve “Excellence in Education” as well as to assist in developing a responsible individual. The following guidelines have been instituted to assist in accomplishing these goals.

Pre-Kindergarten & Kindergarten

Teachers have a “color” or “facial expression” system:

PPK: (STAR STUDENT: PURPLE for an *exceptional* day), green, yellow, orange, red

Pre-K & K: green, yellow, red and/or smiley face, straight face, frown face.

*Students start on green (or a smiley face) and as warnings are issued, they move to the next color or *face*. When students receive red, the teacher issues a written explanation as to the nature of what transpired on a yellow card, and that student is sent to Mrs. Donahue’s office; consequences are issued accordingly. Teachers notify the parents of the reason for moving below green or a happy face. (Note: one side of the yellow card is for effort infractions, such as incomplete homework, and the other side is for misbehavior.) *It is rare that a yellow card is issued for our PPK students; typically, the color system and communication home is what works best for that age group.*

First Grade

Entering first grade is quite the milestone for a student! This is a *major* transition year in a child’s academic career, and the teacher takes that into consideration as a child adjusts to first grade. During this transition time, the teacher writes “FYIs” on a yellow card simply to make parents aware of any missed/incomplete homework, organizational issues, trouble following directions, etc. so that the parents may work with their child in that area.

Once the students are well adjusted, effort infractions are recorded on yellow cards, and behavior infractions are recorded on blue cards. On the 6th and 7th notations (per card), students are sent to Mrs. Donahue’s office to discuss the issue at hand. On the 8th notation, and *every other* notation thereafter, a student will be issued a detention. Detentions will be served either during P.E. or after school- this will be noted on the blue/yellow card.

Blue/yellow cards start anew at the beginning of each quarter. *Cards must be signed by a parent and returned the next day.* Note: for *major* offenses, detentions can be issued prior to the indicated numbering system.

Second & Third Grades

At this level, students have two cards: yellow for effort and blue for behavior. When any effort or behavior instances arise, a teacher will send a written notice home on the appropriate card. On the 4th and 5th notations (per card), students are sent to Mrs. Donahue's office to discuss the issue at hand. On the 6th notation, and **every other** notation thereafter, a student will be issued a detention. Detentions will be served either during P.E. or after school- this will be noted on the blue/yellow card.

Blue/ yellow cards start anew at the beginning of each quarter. ***Cards must be signed by a parent and returned the next day.*** Note: for ***major*** offenses, detentions can be issued prior to the indicated numbering system.

(All grade levels) Examples of Effort Infractions

- *Incomplete or no homework*
- *Tests and other important documents (such as Progress Reports/ Report Cards) not signed, corrected, or returned**
- *Notation cards (blue and yellow) not returned*
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****Tests: Test grades of 90 or above do not require corrections or parental signatures but must be returned on Monday.***

Some teachers may require signatures on all test papers, so please refer to their policies listed in their "Welcome Packets" to be sure.

Unexcused Tardies

A letter will be sent home indicating that students have received their 4th unexcused tardy slip and explaining that upon the next unexcused tardy and every unexcused tardy thereafter, you will be charged a **\$5.00 tardy fee** which must be paid at the time your child is checked into school. Should your child receive a 7th tardy, in addition to the \$5.00 tardy fee, the parents will have to meet with the disciplinarian to discuss the nature of the tardiness and work toward a resolution.

Students are expected to arrive on time and be in their classrooms prior to the ringing of the 8:25 A.M. morning bell.

This will continue until mid-term when the tardy record begins anew.

Decisions concerning suspensions and/or expulsions from school resulting from excessive detentions will be at the discretion of Mr. Butera.