

**Lake Castle Private School**  
**Upper Elementary (4<sup>th</sup> -8<sup>th</sup>) Discipline Policy**

Lake Castle is as much about developing the intangibles of pride, work ethic, responsibility, accountability, self-discipline, and respect for authority as it is about teaching the curriculum. The philosophy of discipline at Lake Castle is to create an atmosphere that assists in developing a responsible and organized student of excellent character and integrity. The following guidelines have been instituted to accomplish these goals.

**Notations/Detentions**

Each student will have a discipline card on file in the classroom. When an entry is necessary, the card will be sent home for parent/teacher communication and must be returned during morning homeroom the following school day. Entries will be made on the students' discipline cards (Green Card) for the following:

- *No homework/Incomplete homework*
- *Test papers not signed and/or corrected\**
- *Misconduct*

The discipline cards are a record of discipline notations for the above. They are sent home to be signed and returned to school the following day.

\*Tests: Test grades of 90 or above do not require parental signatures, but they must be returned within **two (2)** days after issued by the teacher unless otherwise specified by the student's teacher.

\*Test corrections vary from test to test and teacher to teacher. Each teacher will explain whether or not test corrections are required per test.

Upon the third entry, the student will meet with the disciplinarian and discuss the nature of the infraction. The purpose of this meeting is not punitive, rather it is an opportunity to discuss with the student organizational and study skills or better conduct choices that may help the student avoid future notations. Additionally, students receiving a notation for lack of homework may have to make up the missed assignment during their Physical Education classes or Study Hall periods. **The teacher may adjust the assignment to require more work than originally assigned.**

A detention form will be issued to students receiving their 4<sup>th</sup> notation and every other notation thereafter; however, certain situations may warrant immediate disciplinary action at the discretion of administration. The detention form is to be signed by a parent or guardian on the day issued and returned to the disciplinarian's office during the morning homeroom. Failure to return the detention form will result in another detention. Failure to show for detention for any reason will also result in another detention and possibly suspension.

Detentions will be served after school on designated days. **No exceptions.**

All discipline cards will be wiped clean, and all students will start anew with each quarterly report card with the exception of the tardy record, which will begin anew at midterm.

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

**Unexcused Tardies**

A letter will be sent home indicating that students have received their 4<sup>th</sup> unexcused tardy slip and explaining that upon the next unexcused tardy, students will not be allowed into their classrooms until the next period bell has rung. 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.