

Lake Castle Private School Lower Elementary Discipline Policy

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.

Notations/Detentions

Each student will have the Notation Card on file in the classroom. Entries will be made on the Notation Card and will be sent home for parental/teacher communication for the following:

Misbehavior – Upon receiving a card notation, the student will be sent to the appropriate administrator who will speak with the student regarding his/her situation. Consequences will be administered befitting the offense. If a detention is issued, it is served on the date and time as indicated on the detention form that must be signed and returned the next school day.

Effort - Teachers will send notations and consequences via the **Notation Card** that must be signed by a parent for the following infractions. If these infractions become excessive, the appropriate administrator will then see the student.

Effort Infractions

- *Incomplete or no homework*
- *Report Card not returned*
- *Tests not signed, corrected, or returned**
- *Notation slip not returned*
- *Progress Report not returned*

**Tests: Test grades of 90 or above do not require corrections or parental signatures but must be returned the following day.*

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

LOWER ELEMENTARY TARDIES

If students are tardy, the person bringing them to school must sign the students into school in the office. As of the **6th unexcused** tardy and every **unexcused** tardy thereafter, students will not be permitted to enter the classroom until a \$5.00 Tardy Fee is paid. All missed work must be made up during P.E. or as homework.

Remember, school begins promptly at 8:25 A.M. Tardy students are behind in their organization and preparation for class. This negatively affects the class as a whole.