

Lake Castle Private School Lower Elementary Discipline Policy

REVISED 2013

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 a 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 Mrs. Casrill who will speak with the student regarding his/her situation. She will then administer a consequence befitting the offense. If a detention is issued, it is served from 2:45 P.M. to 3:30 P.M. on the date indicated on the detention form that must be signed and returned the next school day.*

Teachers will send notations and consequences via the assignment pad that must be signed by a parent for the following infractions. If these infractions become excessive, Mrs. Casrill will then see the student.

*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 on Monday.*

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 8:30 A.M. Tardy students are behind in their organization and preparation for class. This negatively impacts the class as a whole.