

**Lake Castle Private School
Upper Elementary Discipline Policy**

A key to being successful is being responsible, organized, and punctual. Lake Castle graduates have a stellar reputation in these areas and go on to great achievement in the future. In order to help students develop these traits and put them in good stead for future success, we have instituted the following guidelines.

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 for the following:

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

The discipline cards are a record of notations for the above. They are sent home to be signed and returned to school the following day. Students failing to return the signed card will report to lunchroom until the card is returned.

Students receiving a notation for lack of homework will report to lunchroom that day and will make up the missed assignment. If the class for which the student is unprepared falls after lunch, the student will report to lunchroom the following day to complete the assignment. If students miss any additional assignments during the same school day, they will complete the assignment during their Physical Education classes or Study Hall periods.

In addition, students may incur a deduction in that class's daily grade for each time they are unprepared for class. This includes test papers not being signed, corrected, and returned the next day, which is a required assignment. **All teachers in upper elementary are required to average in a daily/homework grade each quarter, so students should take advantage of the opportunity to earn an excellent daily grade simply by completing assignments and fulfilling responsibilities.**

A detention form will be issued to students receiving their 4th notation for behavior infractions and for every other behavior notation thereafter.* The detention form is to be signed by a parent or guardian on the day issued and returned to the homeroom teacher the next morning. Failure to return the detention form will result in another detention. Failure to report to detention for any reason will also result in another detention and possibly suspension.

***Note: A detention or suspension may be issued for any major infractions, regardless of the number of previous infractions or a lack thereof.**

Detentions will be served from 3:00 P.M. to 4:00 P.M. on the Friday of the week issued. Second and subsequent detentions will be served until 5:00 and 6:00 respectively.

All discipline cards will be wiped clean, and all students will start anew with each quarterly report card.

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

Unexcused Tardies

Students are expected to arrive on time and be in their classrooms prior to the ringing of the 8:25 A.M. bell. A letter will be sent home indicating that students have received their 3rd unexcused tardy slip and explaining that upon the next unexcused tardy, students will be issued a detention to be served on the upcoming Friday. This count will start anew at the beginning of each quarter; however, excessive tardiness throughout the school year may jeopardize offer of registration for the following year.