

Lake Castle Private School Lower 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 student's discipline card and/or detention for the following:

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

Students failing to return the signed card will report to the lunchroom until the card is returned.

Students receiving notation for lack of homework will report to the 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 the 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.

A detention form will be issued to students and 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 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.

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 the offer of registration for the following year.

Lake Castle provides a calm, consistent academic environment for students. Behavior that is disruptive to that atmosphere cannot be allowed. This includes screaming at other students or the teacher, running away from the teacher or class, throwing objects or destroying school property, or demonstrating any physical threat or harm to anyone on campus. Any of these behaviors or other behaviors that endanger the student, other students, or staff or that disrupts learning in class will not be tolerated.

Understandably, pre-kindergarten or kindergarten students who have not been in a classroom environment before must learn appropriate decorum; thus, any student engaging in disruptive behavior must be picked up from school immediately. Students engaging in aforementioned behavior will receive a detention.

Continued instances of aforementioned behaviors will result in suspension or expulsion from Lake Castle.