

Our Lady of the Lake Catholic School Code of Conduct Policy

The Our Lady of the Lake Catholic School Parent/Student Handbook indicates that when a student is in violation of a school policy, a teacher may issue a warning or a detention (see page 25 of the Parent/Student Handbook). If a warning or detentions is issued, the following procedure will be used:

The K-5 Warning and Detention Procedure

Each K-5 homeroom teacher will review and discuss the Code of Conduct Policy and the violation procedure with their students. The policy and procedures will also be presented at an assembly.

- If a student receives a Warning or Detention, a form will be sent home to be signed by the parent and returned the next day
- The teacher who issues the white slip will also document the incident via Renweb's behavior log. Parents should be notified via email of behavior documentations
- After one written Warning in a trimester, the second Warning is a Lunch Detention
 - Lunch detention are served with Mrs. Mackin as needed and will include both the lunchtime and the lunch recess time
- After two Lunch Detentions, the third violation in a trimester will result in an After School Detention to be served as necessary.
- After three Detentions in one trimester, a parent-teacher-administration conference is held
- Detentions issued for excessive tardies do not follow this procedure
- This procedure begins anew at the beginning of each trimester

Please review the policy with your child, sign, and return this form to the homeroom teacher.

I have read and understand the K-5 Warning and Detention Policy.

Student Name _____

Student Signature: _____

Parent Name _____

Parent Signature _____

Date _____