

Grades 5-8 Discipline Notice!!

Post C

Dear Parent,

Date: _____

This letter is a discipline notice that your child _____

received _____ checks this week.

Level 1 _____ 5-6 checks accumulated in one week of school – Lost Incentive time for the week.

Level 2 _____ 7-8 checks accumulated in one week of school – Must serve a 30 minute detention on the next day of school.

DATE TO SERVE: _____

Level 3 _____ 9-10 checks accumulated in one week of school – Principal referral, 2nd detention after school, and a phone call home.

DATE TO SERVE: _____

Level 4 _____ 11-14 checks accumulated in one week of school – In-School Suspension and parent/teacher/counselor/principal conference.

DATE TO SERVE SUSPENSION: _____

Level 5 _____ 15 or more checks accumulated in one week of school – 3 day out-of-School suspension.

DATE TO SERVE SUSPENSION: _____

Checks were given after your student was notified of their unacceptable behavior. The following categories describe unacceptable behaviors. The number of checks your child received for unacceptable behaviors are documented below.

_____ **Unprepared for Class – example: homework or supplies**

_____ **Disrespect: towards peers, teachers, or other adults**

_____ **Disrupting class**

_____ **Dress code violations**

_____ **Inappropriate behavior, language, or gestures in classroom, lunchroom, or on the playground.**

_____ **Excessive talking**

_____ **Eating food, candy, or chewing gum without permission**

_____ **Uncooperative behavior**

_____ **Not keeping hands to themselves**

_____ **Disrespect to school property and/or personal property of others**

This form must be signed and returned with your child within the next 2 school days. Failure to return this letter will result in your child receiving another check. If you have questions, please contact your child's teacher or the office. Your support and assistance is appreciated.

Parent Comments: _____

Teacher Signature

Parent Signature

Grades 2-4 Discipline Notice!!

POST B

Today's Date _____

Warning!!

Dear _____,

This letter is a warning that your child _____ has received _____ checks this week.

He/She has missed Friday Fun for the week and will/will not need to serve an after school detention on _____. Please make arrangements for pick up at 3:30 p.m.

This notice must be returned by _____, or your child will receive another check. Please remind your child that they need to be aware of the behavior that is getting them checks and to work hard to make better choices. Thank you. We appreciate your help in this matter!

Checks were given after your student was notified of their unacceptable behavior. The follow categories warranted issuing one or more checks. Checked behaviors were displayed by your child:

- _____ Unprepared for Class- example: homework or supplies
- _____ Disrespect: towards peers, teachers, or other adults
- _____ Disrupting class
- _____ Dress Code Violations
- _____ Inappropriate behavior, language, or gestures in classroom, lunchroom or on the playground
- _____ Chewing Gum
- _____ Eating food or candy without permission
- _____ Uncooperative behavior
- _____ Not keeping hands to themselves

Teacher Signature

Parent Signature

Discipline Notice Grades K4-1
For the Warning of Serious Behavior Infractions

Dear Parents of _____

Date _____

This letter is to inform you that your child is having extreme difficulty in following class rules. Despite several notes and/or phone calls home to try and rectify the problem, enough improvement has yet to be seen. If no improvement is seen the following steps will be taken:

- 1) This warning letter will be sent home, and must be signed and returned the next day. (classroom discipline system will be followed)
- 2) The teacher will send him/her to the office to phone home. You will be asked to pick your child up for the remainder of the day.
- 3) If he/she needs to be sent to the office a 2nd time, you will need to pick your child up that day, plus keep him/her home for an additional day.
- 4) If there is a 3rd occurrence, your child may be asked to not return to school.

Unacceptable behavior(s) that must be addressed:

_____ Excessive yelling/screaming in the classroom or hallway

_____ Pushing/punching/hurting others

_____ Continuous disruption during class /interrupting while the teacher is speaking

_____ Extreme difficulty in following class rules

_____ Excessive playing/yelling in the bathroom

_____ Other _____

These behaviors are simply not acceptable at school and must stop in order for your child to continue to be in school. We at Catholic East Elementary strive to give the best possible education to all students, and in order to do that we must have cooperation from our students and their parents. When our students misbehave we use one or more of the following types of consequences in the classroom: time out during free time, head down at the table during recess or free time, sent away from the group for a time out, possibly in another classroom, and ultimately, going to the principal's office. However these consequences here at school only go so far. Please take this very seriously; follow through with consequences at home is imperative in order for your child to understand that his/her parents and teacher are working together.

Please sign and return this letter tomorrow.

Sincerely,

Mrs. Galvan K4 Mrs. Rathke K 5 Miss Riebe 1st Grade Mrs. Robinson Principal

Please call the school office at 964-1770 to schedule a conference

Parent signature _____

Phone number where you can be reached during the day _____

Alternate phone number or family member _____

Comments: (please use backside for additional space)