

Castle Cat Card - Discipline Steps & Consequences

Step 1 – Verbal Warning/change seat

Step 2 – Verbal Warning/conference with student

Step 3 - Tele Parent - Contact parent and make note of the call in CASTLE. Inform the parent that if the student receives another cat card mark he/she will receive a lunch detention.

Step 4 – Lunch Detention – Let the student know he/she will be receiving a lunch detention. Complete the lunch detention form found on our Wildcat info page.

Step 5 – Lunch Detention – Let the student know he/she will be receiving a lunch detention. Complete the lunch detention form found on our Wildcat info page. Contact parent and make note of the call in CASTLE.

Step 6 – After School Detention - Contact parent for detention with the following information. Please confirm the date (Wednesdays only). Please confirm transportation (Activity Bus or Parent Pick-Up). Activity bus will transport students to a public school closest to their address ONLY if the student lives outside the 2-mile zone from Diplomat. Parent pick-up is 5:25 pm sharp. Please fill out the detention form and give the bottom sheet to the student and the top copy to Norris (grades 7 and 8) and Milstein (grade 6).

Step 7 – After School Detention - Contact parents for after school detention with the following information. Please confirm the date (Wednesdays only). Please confirm transportation (Activity Bus or Parent Pick-Up). Activity buses will transport students to a public school closest to their address ONLY if the student lives outside the 2 mile zone from Diplomat. Parent pick-up is 5:25 pm sharp. Please fill out the detention form and give the bottom sheet to the student and the top copy to Norris (grades 7 and 8) and Milstein (grade 6).

Step 8 – ISS - Let the student know he/she will be receiving a period of ISS. Complete the ISS form found on our Wildcat info page. ***Teacher is required to email Janice Chrapla with the student's name and that he/she is on step 8. (She will schedule a parent conference)**

Step 9 – ISS - Let the student know he/she will be receiving a period of ISS. Complete the ISS form found on our Wildcat info page.

*Teacher is required to call the parent AND document in Castle.

Step 10 – ISS - Let the student know he/she will be receiving a period of ISS. Complete the ISS form found on our Wildcat info page.

**Teacher is required to call the parent and document in CASTLE.

**Notify ADMIN via email that the student is on his/her 10th step.

*****Teachers will write a referral for any step AFTER the 10th.**