

# Veritas Written Discipline Warning for Homework Issues

Date \_\_\_\_\_

Dear Parent(s)/Guardian of \_\_\_\_\_

This Discipline Warning is being initiated for noncompliance of our Homework Policy as detailed in the signed *Student Responsibility* form as well as our general guidelines as set out in the *Student Handbook*. This warning involves a possible four step process and may result in the removal of your student from the class and may even warrant possible withdrawal from the entire Veritas program.

Please sign below on the appropriate line:

\_\_\_\_\_, Teacher \_\_\_\_\_, Director

\_\_\_\_\_, Student \_\_\_\_\_, Parent

## **Written Warning #1: This form is initially filled out**

At this point, the student has already not turned in 3 homework assignments. The 4<sup>th</sup> incomplete/forgotten assignment initiates this policy. Step one is filling out this form. **The student is also to leave class and complete the missing assignment in the teachers' lounge.** They may return to class when it's completed. There will be a meeting with the parent/teacher/leadership to inform everyone that this process has been started. Attendance the following week will be allowed provided he/she has submitted a written apology to the teacher. **This apology will be handed in to the director by 9am the next week. The director will deliver it to the teacher.**

## **Written Warning #2:**

If a second warning is necessary, this form will be dated and there will be another meeting with the parent/teacher/leadership. **The student is also to leave class and complete the missing assignment in the teachers' lounge.** Attendance the following week will be allowed provided he/she has submitted a written apology to the teacher.

## **Written Warning #3:**

If a third warning is necessary, this form will be dated and there will be another meeting with the parent/teacher/leadership. **The student is also to leave class and go to the teachers' lounge. The child will then be expelled from the class if it is a one-trimester class (and placed in study hall). If it is a year-long class, the child will be suspended from the class in question the following week.** He/she must submit a written apology to the teacher to return to the year-long class. Any subsequent missed assignment issues will result in expulsion from the year-long class. No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG.

## **Written Warning #4:**

If a fourth warning is necessary, this form will be dated and there will be another meeting with the parent/teacher/leadership. **The child will then be expelled from the class permanently and placed in study hall.** Any subsequent incomplete homework or behavioral issues may result in expulsion from VCHG. No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG.

## **Disciplinary History:**

#1 Verbal warning/ meeting with teacher, student, parent, & director: Date \_\_\_\_\_

Written Apology \_\_\_\_\_ (check when completed)

#2 Written Warning #1: Date \_\_\_\_\_

Written Apology \_\_\_\_\_ (check when completed)

#3 Written Warning #2: Date \_\_\_\_\_ Expelled for the trimester (if one trimester class) or suspended for one week.

Written Apology \_\_\_\_\_ (check when completed)

#4 Written Warning #3: Date \_\_\_\_\_ Expelled for remainder of the year.