

# Veritas Written Discipline Warning for Behavioral Issues

(Please see your VCHG Handbook for expectations and Student Responsibilities)

## TO BE KEPT IN THE PARENT'S FILE:

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

This Discipline Warning is being initiated for behavior that is contrary to 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 a class and may warrant withdrawal from the entire Veritas program. \*\* Although teachers are encouraged to apply Matthew 18 in dealing with student behavior and notifying the parent of behavioral issues that continue, a teacher may escalate directly to the "Written Discipline Warning" for behavior that warrants it (eg, fight, disrespect, etc.)

### Disciplinary History:

<p><b>Written Warning #1: This form is initially filled out.</b> Verbal and written warning/ meeting with teacher, student, parent, &amp; director: Date _____</p> <p>The problem behavior is:</p> <hr/> <hr/>	<p><b>Written Warning #2:</b> Verbal and written warning/ meeting with teacher, student, parent, &amp; director: Date _____</p> <p>The problem behavior is:</p> <hr/> <hr/>
<p><b>Following the completion of this form, attendance the following week will be allowed provided the student has submitted a written apology to the teacher.</b></p> <p>Signed _____, Teacher _____, Director _____ _____, Student _____, Parent _____</p> <p>Written Apology _____ (check when completed)</p>	<p><b>Following the completion of this form, the child will be suspended from the class in question the following week (if applicable) and must sit in the teacher's lounge (with parent if possible). He/she must submit a written apology to the teacher to return to class.</b></p> <p>Signed _____, Teacher _____, Director _____ _____, Student _____, Parent _____</p> <p>Written Apology _____ (check when completed)</p>
<p><b>Written Warning #3:</b> Verbal and written warning/ meeting with teacher, student, parent, &amp; director: Date _____</p> <p>The problem behavior is:</p> <hr/> <hr/>	<p><b>Written Warning #4:</b> Verbal and written warning/ meeting with teacher, student, parent, &amp; director: Date _____</p> <p>The problem behavior is:</p> <hr/> <hr/>
<p><b>Following the completion of this form, the child may be expelled from the class for the trimester (if applicable) and must sit in the teacher's lounge (with parent if possible). He/she must submit a written apology to the teacher.</b></p> <p>Signed _____, Teacher _____, Director _____ _____, Student _____, Parent _____</p> <p>Written Apology _____ (check when completed)</p>	<p><b>Following the completion of this form, The child may be expelled from Veritas. No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG</b></p> <p>Signed _____, Teacher _____, Director _____ _____, Student _____, Parent _____</p> <p>Written Apology _____ (check when completed)</p>

# Veritas Written Discipline Warning for Behavioral Issues

(Please see your VCHG Handbook for expectations and Student Responsibilities)

## TO BE GIVEN TO THE PARENT:

Date \_\_\_\_\_

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

This Discipline Warning is being initiated for behavior that is contrary to 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 a class and may warrant withdrawal from the entire Veritas program. \*\* Although teachers are encouraged to apply Matthew 18 in dealing with student behavior and notifying the parent of behavioral issues that continue, a teacher may escalate directly to the "Written Discipline Warning" for behavior that warrants it (eg, fight, disrespect, etc.)

Following is the Disciplinary Process:

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

Following the parent/teacher/leadership meeting, attendance the following week will be allowed provided he/she has submitted a written apology to the teacher.

### **Written Warning #2:**

If a second warning is necessary, the form will be dated and there will be another meeting with the parent/teacher/leadership. The child may be suspended from the class in question the following week (if applicable) and must sit in the teacher's lounge (with parent if possible). He/she must submit a written apology to the teacher to return to class.

### **Written Warning #3:**

If a third warning is necessary, the form will be dated and there will be another meeting with the parent/teacher/leadership. The child will then be expelled from the class for the trimester (if applicable) and must sit in the teacher's lounge (with parent if possible). Any subsequent behavior issues will result in expulsion from VCHG. No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG. He/she must submit a written apology to the teacher.

### **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 be expelled from Veritas. No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG.

### **Disciplinary History: Check where the student is in the process**

- #1 Verbal and written warning/ meeting with teacher, student, parent, & director: Date \_\_\_\_\_
- #2 Written Warning #1: Date \_\_\_\_\_
- #3 Written Warning #2: Date \_\_\_\_\_ Expelled for remainder of the current trimester
- #4 Written Warning #3: Date \_\_\_\_\_ Expelled from Veritas