

HAMLIN UPPER GRADE CENTER  
ACKNOWLEDGMENT OF PARENT/STUDENT HANDBOOK & DISCIPLINE POLICY HANDBOOK

Dear Parents/Guardians:

As you are aware from our parent-student handbook and discipline policy (see Board Policy Section 7.190), detentions may be given as a consequence of inappropriate behavior. Any staff member may assign detention for misbehavior in the classroom or halls, in the lunchroom, on school grounds, or any school-related function.

\*A copy of the detention is sent to parents via the student and via email. It is the student's responsibility to notify his/her guardian prior to the date the detention is to be served.

\*A student who has received more than 3 demerits in a trimester may be excluded from participation in the Trimester Incentive Rewards Program.

\*A student who receives a detention/suspension in the two-week period prior to a special event/activity at school may not be allowed to attend that event/activity.

\*Any student who does not report to the assigned detention room on his/her designated day may receive a one-day suspension.

- Each detention = 1 demerit.
- Suspension = 2 demerits for the first day and 1 demerit for each subsequent day

IMPORTANT

**The number of demerits a student earns throughout the school year may affect the following:**

**Graduation activities for 8<sup>th</sup> grade**

**Class trip for 7<sup>th</sup> grade**

**Class trip for 6<sup>th</sup> grade**

**6<sup>th</sup> demerit = loss of class trip**

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**7<sup>th</sup> demerit = loss of dinner dance**

**8 or more demerits = loss of walking  
across the stage at Graduation**

**TARDINESS**

Any student who has not reported to homeroom by the morning tardy bell will be marked tardy for that day and must have a pass from the office. **Upon the 4<sup>th</sup> & each subsequent unexcused tardy in a trimester, the student may be referred for a 30 minute detention.**

On occasion, students may be required to stay after school. This may occur for a variety of reasons such as lack of homework, minor classroom misbehavior, failure to return signed notes or tests, etc. The date and length of time will be determined by the staff person assigning the after-school time. **If the student is unable to stay after school on the designated day, the parent must make prior arrangements for an alternate time with the staff person who assigned the after-school discipline.**

Please sign and return this form by **the second week of school** indicating that you have reviewed this letter, the current parent-student handbook, and the discipline policy with your child. If you have any questions or concerns, please contact me at 708-597-1550.

Sincerely,

*Mrs. Catherine Gallagher*

**I have reviewed the parent-student handbook and the discipline policy with my child.**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date