

Latch-Key Rules and Discipline Form

Children in the Madison Latch-Key program will be expected to follow the Madison Elementary School Student Code of Conduct and School Rules:

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to self.
3. Respect yourself and others and use appropriate language.
4. Move quietly and safely.
5. Be a good responsible Madison student.

If I do not follow the rules, I understand that I will have consequences with my parents and school.

1. Discussion with staff member, a phone call to parent(s).
2. Discussion with staff member, a phone call to parent(s), and a notice of misconduct letter sent home for parent(s) signature. Notice will be kept on file.
3. Discussion with staff member, a phone call to parent(s), and a notice of misconduct letter sent home for parent(s) signature. A one on one visit with Administration. **5 day dismissal from the Latch-Key program.** Notice will be kept on file.
4. Discussion with staff member, a phone call to parent(s), and a notice of misconduct letter sent home for parent(s) signature. A one on one visit with Administration. **30 day dismissal from the Latch-Key program.** Notice will be kept on file.
5. Discussion with staff member, a phone call to parent(s), and a notice of misconduct letter sent home for parent(s) signature. **Dismissed from the Latch-Key for the remainder of the year.** Notice will be kept on file.

Parent and Student's Printed Name

Date

Thank you in advance for speaking with your child(ren) on the importance of being a leader and following the Latch-Key Rules.

Sincerely,
Latch-Key Staff