

SAN PEDRO HIGH SCHOOL
Interoffice Memorandum
Wisdom Integrity Self Respect

January 2010

2010 TARDY DETENTION PROCESS

3 Tardies Parent Contact/Detention assigned and served with teacher.

5 Tardies: Community Service assigned by the Dean (5 hours)

10 Tardies 15, 20 etc: Community Service (10 Hours)

Failure to Show to Teacher assigned detention: in school suspension (3 hours)

Failure to serve community service: Suspension/Parent Conf./ Community Service (10 hours)

Teacher Process:

1. On the third tardy: **contact parent**. E-mail parents when possible. Assign detention to be served with the teacher during nutrition, lunch, or after school.
2. On the 5th Tardy: Fill out a referral to the dean's office. **Dean will assign community service and follow-up on the consequences.** (5 hours of community service.)
3. Deans will email **community service attendance list** for each day of detention via school e-mail to all teachers once a week.
4. Teacher must check Email to verify that student served detention.
5. Teacher has the option to give student one additional opportunity to serve detention.
6. If student fails to show up to detention for the teacher. Teacher should fill out a referral and send the student with referral, and student escort to the **Deans' Office**.
7. On the 10th tardy, 15th, 20th, etc. Contact parent and send referral to the Dean's Office.

Note: Deans will do follow-up once student is assigned community service.