

## TARDY DETENTION PROCESS

3 Tardies	Parent Contact
5 Tardies:	After School Detention (30 minutes)
10 Tardies 15, 20 etc:	Saturday School (3 Hours)
Failure to Show to After School Detention:	Saturday School (3 hours)
Failure to Show to Saturday Detention:	Suspension/Parent Conf./
Sat. School (4 hours)	

### **Teacher Process:**

1. On the third tardy: **contact parent**. Email them when possible.
2. On the 5th Tardy: Fill out detention slip and inform **student** and **parent** of the date and time of detention. Give form to student and keep a record. Communicate consequence for "no show" to detention.
3. Deans will email **detention attendance list** for each day of detention via school email to all teachers.
4. Teacher must check Email to verify that student attended detention.
5. Teacher has the option to give student one additional opportunity to serve detention.
6. If student fails to show to detention: Teacher should fill out Saturday Detention slip and have student sign it. Teacher **contacts parent** to inform them of the Saturday Detention Assignment. **Deliver bottom portion of slip to the Deans' Office**
7. On the 10th tardy, 15<sup>th</sup>, 20<sup>th</sup>, etc. Contact parent and assign Saturday Detention.  
**Note:** Deans will do follow-up once student is assigned Saturday Detention

**After School Detention:** Monday, Wednesday, Friday 3:15-3:45-Cafeteria

**Saturday School:** Saturday 8:30-11:30-Room 253