TARDY AND DETENTION POLICIES

(BE SAFE, BE RESPONSIBLE, AND BE RESPECTFULL)

# I. GENERAL INFORMATION

A. Any student who is not physically present, in his / her seat, and ready to work at the time the tardy bell rings is considered tardy.

B. Students should be advised that there is a six-minute passing period; they must plan ahead for cross-campus trips, locker / restroom visits, etc.

**II. DETENTION POLICY**

A. Detention will be held in designated rooms, Mondays and Wednesdays, from 3:25 to 4:25 P.M.

B. Doors to the detention room will be closed promptly at 3:25 P.M. **Students must understand that they will be required to follow directions given by the teacher/counselor.**

C. Students will receive a completion form to verify attendance. This form will be time stamped and bear the Detention Teacher’s signature.

D. Students will be given 5 days to complete their detention. The day the detention is assigned and Fridays will be excluded from this 5-day period.

E. The referring teacher will refer students who fail to serve their detention within the 5-day period to the appropriate SLC office

F. Failure to serve detention will result in adding an additional hour of detention to the students’ records. Student’s who do not complete detention hours will not be given the privilege to attend/participate in any afterschool activity.