

How to Assign Detention

Date Created 1/7/2024

Determined as needed from the Upper School Meeting during January Inservice.

Detention is 1 tool you can use as a way to deter behavior.

1. Time: It is held at the student's lunch/lunch recess time
2. Location: can be found in the current [Teacher Schedule](#), under the Detention Tab
 - 2.1. Mrs. Ford Kuntz's Room for 6th Grade
 - 2.2. Ms. Thomas / Wilder's Room for 7th/8th Grade
3. Please tell students that they may wait in a line outside of the Detention Classroom and the Detention Supervisor will then invite and greet each student awaiting in the hallway.
 - 3.1. 6th Grade Detention Classroom - Ford Kuntz's classroom
 - 3.2. 7th/8th Grade Detention Classroom - Ms. Thomas' classroom
4. When detention is assigned, the following must be done:
 - 4.1. Inform your student of the detention and day.
 - 4.1.1. If earned in the morning, teachers at their discretion can assign detention for the same day, or the next day.
 - 4.1.2. If earned in the afternoon, please assign for the next available day.
 - 4.2. **Enter the incident into SWIS [Behavior Referral](#) (suggest bookmarking this link).** Please bookmark this form for future reference.
 - 4.3. **Fill out the [Detention Form](#).** Please bookmark this form for future reference.
 - 4.4. **Send a Parent Square Message** letting parents know why and when. Best Practice: Always include administration and be sure to select **group message**. *Specials/Math teachers* be sure to include Class teacher and administration.
5. Lead Teachers: Please check the Detention Sheet to ensure that your student's know that they are serving detention today.
6. Understanding Student Repeated Behaviors and View Completed Detentions: Here is the [Detention Spreadsheet](#) to look at the Completed Detentions tab. The office will sort the Detentions regularly by Grade Level and Student Name so you can see repeated offenses.
7. If it requires Admin support, - Level 4 Admin will close the loop within 5 days with the teacher and parents.