

Process for Teachers who Hold Detention

Creation: December 2023

Audience: Upper School Team

Here is a link to our Detention Spreadsheet so that you can do the following:

[Detention Sheet](#). Please bookmark this sheet.

1. Review on the Form Response 1 tab to see who has detention today so you know who to expect.
2. If someone is not with you, please call to let Lynn know who is missing to check for absences.
3. Students should line up outside of the 6th or 7th Grade Detention Classroom and the Detention Supervisor will allow students in 1 by 1.
 - a. 6th Grade - 6th Grade 611 Classroom (Ford-Kuntz)
 - b. 7th & 8th Grade - 7th Grade 711 Classroom (Thomas)
4. Students should bring work to Detention or a book so they can work in Silence.
5. For Frequent Flyers: Incident Reports are available for students to complete to reflect on their behavior.
6. When Detention is complete, mark the date as complete.
7. Copy the row to the Completed Detentions Tab then delete those rows out of the Form Response 1 Tab.
8. Please return the Incident Reports to the Middle School Office and put it in the Maggie Mailbox.

Note that students should serve detention in silence making up work or reading. Silence is the key. If you know a student needs rest, they can put their head down to rest. If you need guidance, please see Ms. Thomas.