

MIAMI KILLIAN HIGH SCHOOL TARDY POLICY and DETENTIONS

Upon the student's second unexcused tardy in each 9 week period the teacher shall issue the student an Administrative Detention on a Referral Form. Administrative Detentions are held after school Monday through Thursday from 2:40 to 3:30 in the Annex Cafeteria. Mr. Barnett will be the Detention Hall Supervisor.

<u>Number of Unexcused Tardies</u>	<u>Tardy To School (Per 9 Weeks)</u>	<u>Outcome</u>
1		Warning
2 – 4		Detention
5 – 6		Saturday School
7 – 9		SCSI (minimum 2 days)
10 and up		Outdoor Suspension

PROCEDURE WHEN ISSUING A DETENTION FOR A TARDY STUDENT:

1. Please list the number of tardies on the Referral Form and what date the student will be serving the detention (please follow the format on backside).
2. Issue the pink copy to the student and send the Referral Form to Ms. Crumpler in the Assistant Principals' Office.
3. If the student serves the detention you will receive the yellow copy of the Referral Form in your mailbox with the comment "Served" on it.
4. If the student does not serve the detention, Mr. Galardi will call the student down and issue him/her a 1 ½ hour detention. If the student does not serve the 1 ½ detention, further administrative action will be taken.
5. **Upon a fifth unexcused tardy please do not issue a detention. Complete a referral stating the number of unexcused tardies in the 9 weeks (Please refer these students to Mr. Galardi).**

DETENTIONS and DISCIPLINE

1. Teachers can issue Administrative Detentions as an additional classroom management tool. Detentions for discipline are held in the same location as detentions for tardies (Annex Cafeteria – Mr. Barnett).
2. These detentions shall also be filled out on a Referral Form with a description of the student's misconduct.
3. Steps 2-4 from above will remain the same for Administrative Detentions for discipline.

