

SCHOOL DISTRICT OF BAYFIELD

447.2-Rule

DETENTION PROCEDURES

If a teacher finds it necessary to place a student on detention, these procedures shall be followed:

- 1.The student must be informed of the reason for having to serve detention.
- 2.A written report shall be made of the detention and include the following information:
 - a.the student's misbehavior;
 - b.the date and time it occurred;
 - c.the authorizing staff member's name; and
 - d.the date and time the detention is to be served.
- 3.A copy of the report will be sent to the student's parent(s)/guardian within 24 hours of the incident.
- 4.The detention shall be administered as soon as possible subject to appropriate transportation being arranged for the student after the detention is served.
 - a.Discipline of a student is most effective when administered soon after the inappropriate conduct.
 - b.The detention should not exceed one hour duration per school day without parental consent.
 - c.If the school is unable to transport a student home from school after the detention is served, time shall be given to the parent(s)/guardian of the student to arrange for appropriate transportation.

APPROVED: November 14, 1994