



February 10, 1989

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED ONE
DETAINING ELEMENTARY STUDENTS AFTER SCHOOL

At times, under certain conditions and circumstances, it may be necessary to detain students after regular school hours. When it is determined that students are to be detained, the following guidelines should be followed:

1. Open communication and cooperation between home and schools is vital for good relations. The parent or guardian of a student who is to be detained after school should receive prior notice so appropriate arrangements to get the student home safely can be made. (Contact must be made with the parent or guardian and not a neighbor or sibling.)
2. Notification should be made by the teacher or a certificated staff member.
3. Notification should be documented in the office as follows:
 - a. Name and grade of student who is to be detained.
 - b. Name of person making the call.
 - c. Date and time of contact.
 - d. Date and time of detention.
 - e. Reason for detention.
 - f. Verification of safe transportation home.

There may be times when children need to be detained for health and safety reasons where notification of parent or guardian is not possible prior to the detention. In such cases, every effort should be made to contact the parent or guardian as soon as possible and inform them of the situation.

/s/

Loren G. Burton
Superintendent