

**St. Clair County School System
After School Detention / Referral Form
2011-2012**

Student First and Last Name: _____

School: _____ Grade _____

Custodial Parent: _____

Parents' work and cell phone numbers: _____

Address: _____

Reason for Referral:

- Excessive Tardiness
- Excessive Check-ins or Check-outs
- Cut Detention
- Cell Phone
- Other _____

Referral Date(s):

- January
- February
- March
- April
- May

Is student classified under Special Education? Circle: Yes or No

If yes, circle classification: LD MR ED or Other _____

Is student classified under Section 504? Circle: Yes or No

If yes, list disability _____:

** Principal Signature: _____ Date: _____

** Student Signature: _____ Date: _____

** Parent/Guardian Signature: _____ Date: _____

Instructions:

1. School Administrator completes & signs forms.
2. Student signs form in presence of administrator.
3. Student receives form and obtains parent signatures.
4. Student gives completed forms to After School Detention Instructor.
5. Upon completion of After School Detention, student will receive a form that should be returned to School Administrator.

NO STUDENT WILL BE ALLOWED ADMITTANCE TO AFTER SCHOOL DETENTION WITHOUT PROPER FORMS AND SIGNATURES

St. Clair County School System
After School Detention/Referral Form
After School Detention Student Rules

1. Instructor must have a properly authorized referral form, and a SIGNED copy of the rules before the student will be admitted to After School Detention.
2. Students are considered tardy after 3:15 p.m. Tardy students will have to make up time or will not get credit for After School Detention.
3. If a student leaves the program before dismissal he/she will not receive credit for attending After School Detention.
4. Parents are responsible for transportation from After School Detention. Students with a driver's license may drive (see below).
5. If the parents are late picking up their child, the parents will be charged a late fee of \$5.00 for every five minutes or a portion thereof After School Detention dismissal time-5:00 p.m.
6. Students must complete all assignments and any information deemed necessary by the administrator/teacher.
7. Students will be responsible for materials such as paper, pencils, pens, textbooks, and any other books needed to complete assignments.
8. Students will not talk or communicate with another student.
9. Students will be given one restroom and water break: No snacks or soft drinks may be purchased.
10. Students will be given an additional day in after school detention, sent to Saturday School, referred to Alternative School, or recommended for suspension by the administrator for failure to obey these rules. If the student is uncooperative and/or a threat to a teacher, staff, and/or other students, the police will be called.
11. The student must raise his/her hand when attention is needed.
12. The School System has a NO USE policy for tobacco products.
13. Students must follow rules and regulations of the school system for dress and behavior.
14. The instructor has the right to establish rules and regulations that will benefit the overall program.

Parking for **AFTER SCHOOL DETENTION** will be held at _____.
Students who are licensed drivers are to park in their designated parking place or visitors parking. Upon arriving at the school, students are to park, immediately exit, lock their cars, and enter the classroom. Students may not return to their cars until dismissal. Students will be expected to obey traffic laws. The police department will be monitoring students who are driving to and from the program.

PARENTS TRANSPORTING STUDENTS: After School Detention will be held at _____
Detention will begin promptly at 3:00 p.m. Students are to enter the building upon arrival at the school. The students will be released promptly at 5:00. Parents will be charged a late fee of \$5.00 for every five minutes or a portion thereof After School Detention dismissal time-5:00 p.m.

STUDENT ASSIGNMENTS: Student assignments will be based on what the student missed, what is assigned by their teachers, homework, writing assignments or reading assignments.
I have read the above rules, and I understand the meaning of each rule.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Administrators' Responsibilities for After School Detention

1. Secure detention instructor and make sure they are aware of dates, times and responsibilities and know where to sign in and out at. (3:00-5:00)
2. Upon referral of classroom teacher or administrator, call student to the office and give student the referral forms signed by administrator and instruct them on getting the forms signed by parents and back to you.(if younger student, you may need to call parent and inform them of detention)
3. Read over or have the student read the rules and sign both forms, fill in dates and place of detention, send home and instruct student to return the After School Detention Forms to you the next morning.(Suggestion: have a designated place for these forms where office aide knows and after school instructor can easily get to)
4. Make sure your After School Detention Instructor has the signed forms for students on or before each detention date.

After School Detention Instructor Responsibilities

1. Read over After School Referral Form and Student Rule Form. Familiarize yourself with the procedures. Make sure you have a phone number listed to be able to call parents in an emergency. Keep up with these forms and return at the end of the year to Jan Bailey for evaluation of program.
2. Communicate with administrator where your payroll sign in form will be and where referral forms will be placed for you to pick up.(3:00-5:00) if a question call Rita Fuller about payroll sheet.
3. If no students are assigned to After School Detention then no one will need to work that day.
4. One of the reasons to have after school detention is time for time, so make sure that the student is engaged in an assignment that is age appropriate the entire time. If student doesn't bring assignments then they will need to write, practice or read for two hours. Have books available or computer for them to work on for research.(computer is optional)
5. Upon completion of After School Detention, give student the 'After School Detention Release Form" to be returned to School Administrator.

After School Detention Release Form

(Student needs to return to School Administrator)

Name: _____ School: _____

Person referring student: _____

Report(s):

Make up Work: _____ Complete _____ Incomplete

Behavior: _____ Complete _____ Incomplete

Autobiography: _____ Complete _____ Incomplete

Other Assignments: _____ Complete _____ Incomplete

Comments: _____

After School Detention Instructor: _____ Date: _____

After School Detention Release Form

(Student needs to return to School Administrator)

Name: _____ School: _____

Person referring student: _____

Report(s):

Make up Work: _____ Complete _____ Incomplete

Behavior: _____ Complete _____ Incomplete

Autobiography: _____ Complete _____ Incomplete

Other Assignments _____ Complete _____ Incomplete

Comments: _____

After School Detention Instructor: _____ Date: _____