

**DETENTIONS AND/OR IN-SCHOOL SUSPENSION OF STUDENTS**  
*(Notification to Parent/Guardian)*

Date: \_\_\_\_\_

Dear Parent/Guardian:

In compliance with district policy, I have assigned \_\_\_\_\_  
(student's name) to:  **Detention**  **Saturday School** on \_\_\_\_\_ (date) for misconduct.

This disciplinary action has been made following a referral and conference with the student. We are notifying you in advance so that transportation arrangements may be made. Your child will need to arrive by \_\_\_\_\_ (time) and be picked up at \_\_\_\_\_ (time). The detention/Saturday School room shall be properly supervised by school personnel.

The student's failure to serve detention or Saturday School may result in additional disciplinary measures.

If you have questions or transportation concerns, please call me at school.

Sincerely,

\_\_\_\_\_  
Signature of Principal/Designee

\_\_\_\_\_  
Date

\* \* \* \* \*

**Note:** *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: **December 19, 2007**

Revised:

Boonville R-I School District, Boonville, Missouri