



# Greenville High School

1 Vardy Street—Greenville, SC-- 864-355-5500

*Steeped in tradition, focused on the future!*

Fax 864-355-5492

## **DETENTION SLIP GUIDELINES**

**1<sup>st</sup> – 5<sup>th</sup> Tardy: No consequence**

**6<sup>th</sup> & 7<sup>th</sup> Tardy: Administrative Detention**

**8<sup>th</sup> & 9<sup>th</sup> Tardy: Administrative Detention (FRESHMAN ONLY)**

Int. Spec. will identify the student and will complete the School Week detention slip and place it in the student's grade-level administrator's box. The grade-level administrators will assign the student detention using the detention slip. The yellow copy of the detention slip will be placed in the detention monitor's box. The detention monitor will return the yellow detention slip to the grade-level administrator of any student that failed to attend detention. Failure to attend will result in the grade level administrator completing a referral in the Incident Management System (IMS) and assigning the student in-school suspension (ISS).

**8<sup>th</sup> & 9<sup>th</sup> Tardy: Saturday School Detention - SSD (10<sup>th</sup> - 12<sup>th</sup> Grade)**

**10<sup>th</sup> & 11<sup>th</sup> Tardy: Saturday School Detention - SSD (FRESHMAN ONLY)**

Int. Spec. will identify the student and will complete the Saturday detention slip and place it in the student's grade-level administrator's box. The grade-level administrators will assign the student Saturday detention using the Saturday detention slip and contact the parent. The yellow copy of the detention slip will be placed in the detention monitor's box. Failure to attend will result in the detention monitor submitting a referral in IMS to the grade-level administrator. The grade level administrator will assign the student out of school suspension (OSS) for the following Monday and conduct a readmit conference with the student and parent/guardian, as needed, upon return on Tuesday.

**10<sup>th</sup> & 11<sup>th</sup> Tardy: In-School Suspension (10<sup>th</sup>- 12<sup>th</sup> Grade)**

**12<sup>th</sup> & 13<sup>th</sup> Tardy: In-School Suspension (FRESHMAN ONLY)**

Int. Spec. will identify the student and submit a referral in IMS. The grade level administrator will meet with the student and inform parent of the ISS.

**12 or More Tardies: Out of School Suspension (OSS) (10<sup>th</sup>- 12<sup>th</sup> Grade)**

**14 or More Tardies: Out of School Suspension (OSS) (FRESHMAN ONLY)**

Int. Spec. will identify the student and submit a referral in IMS. The grade level administrator will meet with the student and inform parent of the OSS. The grade level administrator will conduct a readmit conference with the student and parent/guardian upon return.

Each student's tardy count will reset at the beginning of each quarter.