STUDENT: _____

DATE: _____

Western High School Administrative Detention

Due to repeated tardiness, your student has been assigned an Administrative Detention.

They must report to Room 216 **promptly at 2:50pm** after school on Tuesday, Wednesday, or Thursday, within 7 days of this notice

Detention is not available to be served on early release or PSD Days.

Tardy Policy 2025-2026

All students are required to be in school and in class on time.

Part I: Round up/ Lock Out Component

1. All classroom doors will be locked when the tardy bell rings, and students not in class will be late.
2. Students that are late will be issued a printed ticket from the IS room with a time stamp before being allowed back to class.
3. If a student does not have a printed ticket with a time stamp, they are not allowed into class.
4. If a student is coming late from another teacher, a call to the next teacher must be made to inform them of the excused tardy.

Part II: Disciplinary Consequence Plan

1. **First Offense**: Warning
2. **Second Offense**: Warning
3. **Third Offense**: Parent Contact
4. **Fourth Offense**: Student/Admin Conference
5. **Fifth Offense**: Parent Contact, After School Detention
6. **Sixth Offense**: Disciplinary referral & Parent/Admin Conference, Detention, Attendance Contract
7. **Seventh Offense**: Detention & Suspension of Privileges

Any additional occurrences- Progressive Discipline