

LUNCH DETENTION INFORMATION

PROCESS: When a teacher assigns lunch detentions, they complete the lunch detention form (make sure the student signs it) and give it to Kenya. Kenya will add it to the tracking sheet. The teacher will email the parent/guardian (see email to copy and paste below). Tamara will make sure detention is completed and will scan the reflection to the teacher and give a hard copy to Kenya to file.

EMAIL TEACHERS SEND TO PARENT / GUARDIAN:

Subject: Note Regarding [Student's Name] - Lunch Detention

CC: *Dr. Power, Tamara Welliver, Kenya Williams, Student's Counselor*

Dear [Parent/Guardian Name],

I am writing to inform you that [Student Name] has been assigned a **lunch detention** for a behavior incident that occurred in my [Class Name] class today, [Date].

The specific behavior leading to this consequence was [Choose ONE]:

- **Disruptive Behavior:** The behavior involved a sustained interruption of instruction and preventing other students from focusing on the lesson, even after a verbal warning.
- **Failure to Follow Directions:** [Student Name] refused to comply with a direct and reasonable request regarding [specific rule, e.g., phone usage/group work] which compromised the learning environment.
- **Inappropriate Conduct:** The language/action used toward a [teacher/classmate] was disrespectful and unacceptable in a school setting.
- **Excessive Time Out of Class:** Over the last [time period, e.g., week or two weeks], I have observed [Student's Name] requesting to leave the classroom multiple times per day for non-urgent reasons (e.g., frequent bathroom breaks, unnecessary trips to water fountain).
- **Cheating / Plagiarism:** [Student's Name] was found to be cheating on the [Name of Assignment/Assessment, e.g., Chapter 3 Quiz or History Project] in [Subject] on [Date of Incident]. The specific behavior involved [briefly describe, e.g., copying answers from a neighbor, using unauthorized notes/device, or submitting plagiarized work].

Our goal is to ensure a focused, respectful learning environment for all students. A lunch detention serves as a necessary consequence and time for reflection on these expectations - they will complete a think sheet during the detention.

I encourage you to discuss this with [Student Name] to reinforce the importance of classroom rules. Please feel free to reply to this email if you have any questions or concerns.

Sincerely,

[Your Name]

FERN RIDGE - TEACHER ASSIGNED LUNCH DETENTION

Student Name _____

Teacher _____ Block _____ Date of Offense _____

Action Prior to this Referral

- | | |
|--|--|
| ☐ Conference with Student | ☐ Other: _____ |
| ☐ Contact with Parent | ☐ Consultation with . . . ☐ Counselor ☐ Principal |
| ☐ Verbal Warning | |

Description of Incident

- | | | |
|--|--|--|
| ☐ Classroom Disruption | ☐ Cheating | ☐ Excessive break |
| ☐ Insubordination | ☐ Left class without permission | |
| ☐ Other/Additional Comments | | |

Student's Signature: _____

Ms. Welliver will get you from your class at 11:25 am. She will go with you to get your lunch and you will be with her during the entire lunch period. During the detention, you won't have electronic devices, no sleeping, you need to sit quietly (you can do homework) and you will complete reflection sheet - [Think Sheet](#).

Copies: 1st – Principal 2nd – Teacher 3rd – Student

Created Oct 2025

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Teacher _____ Block _____ Date of Offense _____

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