

NOTICE OF ASSIGNED DETENTION

Richardson Middle School * 6018 S. Karlov Chicago, IL 60629 * Phone (773) 535-8640
Marie Clouston, Principal
Francisco Leal and Robert Gomez, Assistant Principals
Kamau Hester, Dean of students

Student Name: _____ Date: _____

Grade: _____ Homeroom: _____

The above student has assigned detention on _____

in room 117 after dismissal time from 3:35 PM - 4:35 PM.

Dear Parent/Guardian,

Your son/daughter is being kept after school for the following reason:

- | | |
|--|---|
| <input type="checkbox"/> Homework is not completed | <input type="checkbox"/> Does not pay attention class |
| <input type="checkbox"/> Class work is not completed | <input type="checkbox"/> Gum chewing |
| <input type="checkbox"/> Attends class repeatedly unprepared | <input type="checkbox"/> Dress code violations (3) |
| <input type="checkbox"/> Excessive Tardies (3) | |

Other: _____

Conduct code: _____ Location: _____ Time: _____

If you have any questions, please call (773) 535-8640. **Missed detentions will result in an added detention.**

Sincerely,

Teacher

Administration

-----Please detach and return-----

I, parent of _____, acknowledge being notified of my child's detention on _____
_____. I accept total responsibility for his/her safety after being dismissed from detention.

Parent/Guardian Signature