

KHS STUDENT SERVICES OFFICE

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

This letter is to inform you that your son/daughter has been referred to the Director of Student Services or Associate Principal for attendance or discipline below.

**Tardies**

- \_\_\_ 4 Tardies – Warning
- \_\_\_ 6 Tardies – 30 min. Detention & parent called
- \_\_\_ 8 Tardies – 60 min. Detention & parent called

**\* Continue this for every 2 Tardies. Detention will be held on Tuesday and Thursday after school in the cafeteria.**

**Attendance Policy**

- \_\_\_ 1.) 1<sup>st</sup> Office Visit; 2 UEA/R Days - 30 min. Detention
- \_\_\_ 2.) 2<sup>nd</sup> Office Visit; 3 UEA/R Days – 60 min. Detention
- \_\_\_ 3.) 3<sup>rd</sup> Office Visit; 4 UEA/R Days – 1 Day ISS
- \_\_\_ 4.) 4<sup>th</sup> Office Visit; Alternative Educational Setting

\*Students are to begin serving their detention on the day assigned or the next day of school.

**\*UEA = Unexcused Absence**

**\*R = Truant**

IF YOU HAVE ANY QUESTION PLEASE CALL THE OFFICE AT 319-524-2542, OPTION 3, OPTION 4

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