



CHICAGO PUBLIC SCHOOLS

Andrew Carnegie Elementary School • 1414 East 61<sup>st</sup> Place • Chicago, IL 60637  
Telephone 773/535-0530 • FAX 773/535-0525

Marlene P. Heath  
Principal

Jean Pate  
Assistant Principal

PARENT DETENTION NOTIFICATION LETTER

Date \_\_\_\_\_

Dear Parent/ Guardian of \_\_\_\_\_ Room \_\_\_\_\_

Your child's behavior is in violation of school rules and regulations. Specifically:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

According to CPS Student Code of Conduct, this behavior warrants disciplinary action. However, in lieu of an out of school suspension, after school detention has been assigned for \_\_\_\_ Day(s). Detention will be held in the library. It will begin promptly at 2:55pm and end at 4:00pm. Tardiness or failure to attend will result in the assignment of additional days. Continued failure to attend detention will result in an out of school suspension. Detention must be served on the following date(s). \_\_\_\_\_

Parents must arrange for students to be picked up promptly at 4:00 pm at the front entrance of the school following detention. Parents must also arrange to pick up siblings of children serving detention. If younger siblings are found waiting unsupervised, an out of school suspension will be given.

Your cooperation in this matter is greatly appreciated as we continue to make every effort to maintain a safe and orderly learning environment for your child and other children at Carnegie School.

I have read and reviewed the after school detention information and discussed it with my child.  
**REMINDER: PARENT MUST ARRANGE TRANSPORTATION, IF NEEDED.**

\_\_\_\_\_  
Teacher or Admin. Signature

\_\_\_\_\_  
Parent/ Guardian Signature