

## CIS DETENTION POLICY

The mission of the Detention Program is to provide a sense of importance to the rules and regulations which govern the students at CIS. Through the collaborative effort of staff, parents and students we will bring about improved conduct. We will empower and unify the staff to have a stronger and more purposeful student management program toward an improved learning environment for all students.

### Goals

- Provide an alternative measure for corrective behaviour for disruptive students.
- Foster student behaviour that emphasises understanding of the effects of their actions and the fact that their behaviour impacts on the whole school community.
- Guide the student to setting goals for behavioural improvement.
- Encourage respect for the rules and regulations of the school community.

### The Policy

The purpose of the CIS Detention Policy is to deter inappropriate behaviour and have an immediate response to such behaviour. The detention policy will also serve as an alternative to suspension, help to eliminate disruptive behaviour and preserve the high standard of behaviour at CIS. The detention policy is devised as a means to address all issues that are most disruptive to the teaching and learning environment. These issues include, but are not limited to: tardiness, excessive talking, disobedience, disrespect, failure to complete work, lack of class materials, poor attitude, disturbing class, mischief, littering, eating or displaying food and drinks (other than water) in class, cutting class, loitering and uniform issues.

### Definintion of terms

Lateness:	Refers to arrival at school or any class after the stipulated time without a written explanation from a parent or staff member.
Food and drinks:	Display of food and drinks (except water) in the classroom or anywhere in the building except the cafeteria.
Cutting of class:	The absence from an assigned class without the permission of a teacher.
Disrespect:	The use of any word verbal or non-verbal language or gesture that do not rise to the level of respect that is socially acceptable.
Hallway loitering:	The unsupervised presence of a student in the hallway without a pass during lesson time.
Classroom loitering:	The presence of any student in a classroom without supervision.



## **Assignment of Detention**

Detention must be assigned using the following guidelines:

1. All detentions given must be in line with CIS Whole School Rules.
2. All detentions are to take place after school between 3.05pm and 4pm (normal detention) , and 4pm to 5pm for a Head of School detention.
3. All teachers will seek to encourage students to demonstrate expected behaviour before a detention is given.
4. Any student who commits the third infraction on the same issue, as guided by the school rules, will serve a detention.
5. Any student who receives a third detention on the same or different issues during a week will serve an after school detention and serve another detention with the Head of School.
6. There is no limit to detentions given in one day.
7. All detentions served to students must take into account a 24hr notice period.
8. A record of the infraction must be made in the student diary. This must be recorded in SIMS and the student's details sent to the Detention Coordinator **and** the Form Tutor via SIMS email notifier by 12.30pm.
9. Emails to parents of students to serve detention will be sent on the same day before 3.15pm by the Detention Coordinator. The Head of School will be copied into all emails from the detention coordinator to parents.
10. A list of students on detention will be produced and displayed on the Detention board.

## **Guidelines for students**

1. The student will have a notice of their detention recorded in their student diary.
2. The student must present this notice to his/her parent/guardian for signature on the same day.
3. The signed notice must be presented to the detention teacher when the student reports for detention. A student will not be allowed to enter the detention room without the signed notification.
4. A student who receives a detention will report to the detention room at 3.05pm. If a student is late, they will not be admitted into the room.
5. Missed detentions will result in a double detention which may lead to a detention with the Head of School.
6. The name of the detention room is displayed on the Detention notice board.

7. A record of detentions will be reflected in student's report card and may affect his/her participation in school activities.

#### **Guidelines for serving the detention**

1. Detention will be served from 3.05pm to 4.00pm on Monday, Tuesday, Thursday and Friday. The Head of School detention will be served from 4pm to 5pm on Monday, Tuesday, Thursday and Friday.
2. Students will not be allowed admission after 3.05pm (4pm for Head of School detention). A student who is late or skips detention will be assigned a detention in addition to the one that was missed.
3. Students will keep their bags outside and enter the detention room with their stationary only.
4. Students will not be allowed to leave the detention room once detention has begun. This includes restroom breaks. Passes will not be issued during detention.
5. The detention teacher will require each student to copy out the school rules on handwriting paper. The quality of the student's work will determine if the detention is to be reassigned.
6. Talking is not permitted in after school detention. Students must sit away from one another. Any student who causes a disturbance will be removed from the detention room, referred to the Assistant Headteacher and the detention will be reassigned.
7. Students will not be allowed to eat or drink (except water).
8. Students will not be permitted to sleep or assume a sleeping position.
9. At the end of after school detention, students will be escorted to the school office for pickup
10. In the event of an emergency, the detention teacher will follow the same procedures as in a classroom lesson.