

DETENTION SYSTEM 2012-2013

The detention system is one part of the overall discipline system within Coláiste Chill Mhantáin. It is designed to improve school discipline and in turn ensures student learning remains at the core of structures.

Calendar of Detention: Tuesdays/Thursday (Lunchtime) /Friday/Monday (15:20) Time 13:20

Location of Detention: **Room G63**

Monitoring of Detentions: Teacher on duty and Year Heads.

Who is the Detention System applicable to?

The Detention System applies to those students who;

- (1) Persistently fail to produce homework. This persistence should be noted in the student's journal.
 - (2) Persistently fail to engage in classwork. This persistence should be noted in the student's Journal.
 - (3) Persistently fail to organise their journal (only to be used by Class Tutor)
 - (4) Persistent disruption of class. This persistence and interventions made should be noted in the journal.
 - (5) Persistently fail to have the equipment required for class.
 - (6) Particular (named) misconduct on the corridors.
- One of the above must be listed as "Reason For Detention"
 - The system may also be deployed by a Year Head in response to a specific incident.

Procedure for putting a student on detention

1. Students must be given overnight notice in their journal. A teacher must write this in the journal and state specifically, the reason, the day and the date on which the student is to attend detention.
A MIS form must be completed and then filed in the Year Head Report Box.
2. The Teacher must record the following in the Detention Folder in the Staffroom. *Please ensure you are entering on the correct date. This must be completed by 11:15 on the day of the detention.*
 - (a) name of student
 - (b) class group
 - (c) reason for detention
 - (d) work assigned
 - (e) name of teacher
3. Students on detention must be given subject/incident related work by the referring teacher. (The work is to be returned to the teacher via Pigeon Hole System).
4. Should a student present with no assigned work he/she may be refused admission. The student may alternately write out the Code of Conduct. The Year Head will follow up any non- attendance.

Teachers placing students on detention please note the following:

- Check that the student is not already on the detention list. If so, ensure he/she is forwarded to the next available date – correct in student journal.
- The maximum number of any one detention list should not exceed twenty.

- Five students is the maximum number of students to be placed on detention by any one teacher.
- Three students is the maximum number to be placed on detention from one class by the same teacher.

The Teacher supervising Detention

The teacher on duty must follow the following procedure:

- (1) Mark students present or absent as appropriate
- (2) Collect work done during detention and return it to the teacher who gave the detention (via the Pigeonhole System).
- (3) Create a list of non-attenders

Absence from Detention

The following sanctions will apply to students who fail to attend detention;

- (a) The Year Head is informed and will issue a special detention (Friday/Monday-15:30). This will be indicated in the student's journal and a Standard Letter will be issued by the Year Head. The student now has two detentions to do on two new dates ie the original and the special. *Note that with in the structure this accounts as one detention.*
- (b) In the event that a student does not honour the detention, he/she will face suspension and a meeting with parents will be arranged. The Year Head and Principal/Deputy Principal will attend this meeting.

Detention and the Code Of Behaviour – The Role Of The Year Head

1. The Year Head must ensure that a letter is sent home when a student has been put on detention on **three occasions**.
2. The Year Head must call in the parents for discussion when a student has been put on detention on **six occasions**.
3. After **nine detentions** the student is to be suspended for a period not to exceed three days and will be put on weekly report. He/She have to attend the Discipline Committee every Monday at 13:20
4. Should a student be recorded on detention on **twelve occasions** then the student will placed on the Daily Report System. His /her performance will be assessed on a daily basis and sanctions including suspension, both immediately and retrospectively, may be imposed.
5. The Year Head must indicate on end of term/year reports the number of times a student was on detention during the term/year.