

QUEENS GATEWAY TO HEALTH SCIENCES SECONDARY SCHOOL

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Detention Policy 2010-2011

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This Detention Policy was developed by the Discipline Committee in partial fulfillment of the Professional Development Program at Queens Gateway to Health Sciences Secondary School

Committee Members

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The Philosophy of our Detention Program

The detention program is designed to provide positive constructive learning experiences for students who have violated our school behavioral standard. The primary purpose of the program's lesson is to dole out consequences for unacceptable behavior. We have de-emphasized the punitive aspect and stressed the positive learning experience for students. We believe that students need to think about how their actions affect the other person, and how other students feel when they become subjects of disrespect.

By emphasizing the feelings and rights of others, we attempt to lead the students to a more empathetic and social understanding of the effects of their actions and the fact that their behavior impacts on the whole school community. Causes, consequences, prevention and goal setting are topics that the student will consider during the detention period. Each lesson also contains several vignettes or stories about other students who have made similar mistakes. Through reading about how others have made bad decisions the student serving the detention will be able to look at his/her misbehavior from an outsider's perspective, and understand more clearly the faulty thought process behind the unacceptable behavior.

Our selected approach brings the student to a point of setting goals for behavioral improvement. Each student will write a personal goal that points to an alternate behavior to the one that he or she has previously chosen. We will prompt the student to move from past mistakes and rethink old habits and actions. Within this framework, the role of the detention teacher is to reinforce the behavioral goal for each student.

Mission Statement

The mission of the Detention Program is to provide a sense of importance to the rules and regulations which govern the students at Queens Gateway to Health Sciences Secondary School. 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 behavior for disruptive students.
- Foster student behavior that emphasizes understanding of the effects of their actions and the fact that their behavior impacts on the whole school community.
- Guide the student to setting goals for behavioral improvement.
- Encourage respect for the rules and regulations of the school community.

The Detention Policy

The purpose of the Queens Gateway Detention Policy is to deter inappropriate behavior and have an immediate response to such behavior. The detention policy will also serve as an alternative to suspension, help to eliminate disruptive behavior and preserve the high standard of behavior at Queens Gateway. 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 in class, cutting class, loitering, and absence of the school identification card.

Definition of Terms

- Lateness:** Refers to arrival at school or to any class after the second bell without a written explanation from a parent or staff member.
- Food in Class:** Display of food in the classroom, eating or drinking anywhere in the building except the cafeteria.
- Cutting of Class:** The absence from an assigned class without the permission of a teacher or supervisor.
- Disrespect:** The use of any verbal or non-verbal language or gestures that do not rise to the level of disrespect indicated in the Citywide Discipline Code of Conduct.
- Hallway Loitering:** The unsupervised presence of a student in the hallway after the ringing of the second bell.
- Classroom Loitering:** The presence of any student in a classroom without adult supervision.
- Lack of Identification:** The non possession of the Queens Gateway Identification Card for entry to the building and at all times.
- Hallway Chasing:** Any kind of running or playing in the hallway that threatens safety and endangers staff, students, parents and visitors to the building.

Definition of Detention

Detention is the supervised retention of students beyond the regular school schedule when a teacher requests the student show improvement of behavior resulting from violation of the school rules and/or Citywide Discipline Code.

Assignment of Detention

Detention may be assigned using the following guidelines:

- A student who is found in violation of the school rules, but not rising to the level of a principal's or superintendent's suspension will be issued one detention for each infraction.
- Any student who is late for class three times will receive one detention on the third recorded lateness.
- Any student who eats and drinks in class or has food displayed in the classroom will receive one detention.
- Any student who cuts class will be issued one detention on the first infraction.
- Any student who uses inappropriate language or inappropriate gestures, not rising to the level of disrespect mentioned in the Citywide Code of Discipline, to any member of staff or student will receive one detention for each case identified.
- Any student found loitering in the hall way will receive one detention.
- Any student who is found unsupervised by a teacher will receive one detention.
- A student who does not have an ID when entering the building will be assigned one detention.
- There is no limit to the number of detentions that can be given in one day.

Guidelines for Students

- The student will receive a copy of his/her detention notice from the Dean's Office.
- The students must present the notice to his/her parent/guardian for signature. The signed notice must be presented to the detention teacher when the student reports for detention. A student will not be allowed in the detention room without the signed notification.
- A student who receives detention will report to room 311 for after school detention. Students will be supervised and will be required to sit quietly as the detention teacher outlines the procedures.

Guidelines for Serving a Detention

- Detention will be served from 3:00 p.m. to 4:00 p.m., on Thursdays, of each week.
- Students will not be allowed admission after 3:05 p.m. A student who is late or skips detention will be assigned a detention in addition to the one that was missed.
- Any student who causes a disturbance during detention will be removed from the detention room and the detention will be reassigned.
- Students will not be allowed to eat in the detention room and delivery of food to the detention room is not allowed.
- Students will not be allowed to leave the detention room once detention has begun. Passes will not be issued during detention.
- Any student who is absent from school or late for **three detentions** will be required to attend a mandatory guidance conference with a parent/guardian and guidance counselor.
- All missed detentions will be reassigned.

All detentions will be filed in the deans' office and kept as a deans' record.

A deans' record may affect a student's participation in school community activities.

Guidelines for the Assigning Teacher

A teacher may request detention forms from Ms. Alleyne by completing the request form (maximum of ten copies per request) and returning the completed form to her mailbox. A copy of the request form is attached.

The teacher assigning the detention must do the following:

The assigning teacher will:

- Complete the information required in the detention notice except for the date.
- Inform the parent/guardian that a detention will be assigned.
- Submit the entire form to the Dean's Office.
- The teacher will receive written notification of the student's attendance/absence from detention, from the Dean's Office.

Guidelines for the Dean

The dean will:

- Assign a date for the detention and give the detention notice to the student.
- Notify the student's parent/guardian if a detention is not served and reassign the detention.
- Provide written notification that the student served detention to the assigning teacher.
- File a copy of the detention notice in the deans' office. The report will remain as part of the deans' record until the student graduates from Queens Gateway or leaves before his/her graduation.
- Make this information available when needed by staff for students participating in school activities.

DETENTION ATTENDANCE FORM

Name of student: _____

Date of Detention: _____

(Check One)

Student reported to detention

Student did not report to detention

Signature of Detention Teacher

Date

DETENTION ATTENDANCE FORM

Name of student: _____

Date of Detention: _____

(Check One)

Student reported to detention

Student did not report to detention

Signature of Detention Teacher

Date

DETENTION ATTENDANCE FORM

Name of student: _____

Date of Detention: _____

(Check One)

Student reported to detention

Student did not report to detention

Signature of Detention Teacher

Date

REQUEST FOR DETENTION NOTICES

Name of Teacher: _____

Number of Detention Notices Requested : _____ Date of Request _____
(Should not exceed ten copies)

Signature of Detention Teacher

REQUEST FOR DETENTION NOTICES

Name of Teacher: _____

Number of Detention Notices Requested : _____ Date of Request _____
(Should not exceed ten copies)

Signature of Detention Teacher

REQUEST FOR DETENTION NOTICES

Name of Teacher: _____

Number of Detention Notices Requested: _____ Date of Request _____
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Signature of Detention Teacher