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Detention Policy

The Principal (or teaching staff member) may require a student to remain after school provided the parents have been given at least one (1) day's notice and have agreed to be responsible for their child's transportation at the end of the detention period. If the student rides on the bus or van, and the Principal cannot verify that the parents agree to be responsible for the student's transportation, after-school detention should not be used. The Detention Supervisor shall ensure that there is adequate supervision of the student until such time as transportation arrives. The student is to be given a "Think Sheet/Behavior Reflection" form to complete during the detention period. If a student does not work or gets removed from detention due to behavior, then that student will be placed on the next day's detention list to serve the detention, or s/he may be assigned to out-of-school suspension.

The rules and procedures regarding participation are to be published in the student handbooks. Rules should include, but not necessarily be limited to the following:

1. Students are to have their own reading material for the period of their detention. They will also be required to complete a form that will assist in bringing about a positive change in behavior.
2. Students are not to communicate with each other unless permission is given.
3. Students are to remain in their designated seats at all times unless permission is granted.
4. Students will not be allowed to use their Chromebooks, telephones, or to go to their lockers during detention.
5. Students will not be allowed to put their heads down or sleep.
6. Playing cards, magazines, or other recreational articles will not be allowed.

Detention Procedures

- Detention will be held on Tuesdays and Thursdays, from 3:00-3:45 pm. There will be no detention on half-days.
- Students who have been assigned a detention must report to the Detention Supervisor in the gym at 3:00pm. The Detention Supervisor will walk the students to a designated classroom. Attendance will be taken.
- Students must complete the "Think Sheet" assigned for their grade level. "Think Sheets" will be sent home for parents to sign, and will be collected by the students' homeroom teachers. If a student does not return the signed "Think Sheet", the Detention Supervisor will be notified to contact the parent.
- At 3:45 pm, the Detention Supervisor will walk the students to the gym for dismissal. The Detention Supervisor will also ensure that there is adequate supervision of the students until their transportation arrives.

- If a student does not report to detention, another detention will be issued, and the parent/guardian will be contacted by the Detention Supervisor.
- If a child is unable to attend a detention due to a doctor's appointment or other prior arrangements, a parent/guardian must call the main office at 201-569-9765 before 8:30 am on the day of the detention to get it approved by administration.
- If any student fails to obey the rules established for in-school detention, s/he may be assigned to out-of-school suspension.
- Consecutive detentions may lead to more severe consequences, including, but not limited to, out-of-school suspension, removal from field trips or school activities, the decision is at the discretion of the school administration.

Detentions may be assigned for the following reasons:

- Consistent incomplete/missing classwork/homework (3 or more assignments in one week)
- Persistent lateness/lack of punctuality to class (more than 10 unexcused tardies)
- Behavior that is disruptive to the learning environment
- Behavior that is disrespectful/offensive
- Dress code violation (5th offense)
- Excessive Rough Play
- Use of personal electronic equipment without permission (including cell phones)
- Inappropriate use of technology

It is the responsibility of the Educational Staff to follow and document these steps of progressive discipline before assigning a student to detention:

1. Verbal Warning
2. Brief private conference with student
3. Phone Conference with Parent/Guardian
4. Guidance counselor/social worker conference with student
5. Referral to administration for detention
6. Administrator and teacher meet with parent/ guardian and student