



Dear Parents and Students

DISCIPLINE PROCEDURE REMINDER

With the second term well underway, I just wanted to remind parents & students of the procedures involved in the ISHB Discipline Structure.

DEMERITS

Staff can issue demerits (warnings) throughout the school day for various infringements in class and at CIA activities. Students are informed verbally that their names will be recorded on the Staff Discipline Boards. These demerits are then transferred at the end of each day to the Discipline Noticeboard located in the printing room. Students can view this board before and after school and/or during breaks.

INFRINGEMENTS

Currently the categories within which students can accumulate demerits are:

- **Late for School (LS)** – *not being marked present for tutor period at 8:00am*
- **Late for Class (LC)** – *Arriving late for class/CIA activity/Meeting*
- **Work (W)** – *Homework not completed, books/materials not at school*
- **Behaviour (B)** – *Unruly or disruptive behaviour in break/class/activity*
- **Appearance Dress (AD)** – *Non-adherence to uniform regulations*
- **Appearance Hair (AH)** – *Boys' hair not cut, shaved/Girls' hair not tied up/neat*

CONSEQUENCES

We follow a general 3-strike rule, meaning that for every 3 demerits received in a particular category, students will receive a consequence. This system allows all students to receive 3 warnings **BEFORE** a particular action is taken.

The first 3 demerits will result in a **Friday DT**, the second 3 demerits will result in a **Saturday DT** (6 warnings) and the third 3 demerits will result in a **Student Disciplinary Hearing** (9 warnings), which can result in an internal or external suspension.

An exception to this rule is the infringement of **Missing a CIA Activity** without a valid excuse. Students will receive an immediate Friday Detention due to the failure of a student informing their coach/teacher of their impending absence. Students must realize the amount of work and preparation that goes into organizing the CIA programme which includes paying for coaches/teachers and organizing transport.

DETENTION NOTIFICATION

Demerits accumulated from Monday – Friday will result in Detentions being issued and served the following week. This gives parents ample time to make the necessary arrangements to ensure that students attend their DT. Notifications are sent via email to the student, their parents/guardians and the class tutor on the date of issue. A hard copy is also handed to the student during tutor period the next morning. Detentions cannot be waived or moved for any reason. However, only under exceptional circumstances and with good reason can this request be made to the Deputy Head in writing.





FRIDAY DETENTIONS (received after 3 warnings in the same category)

Friday Detentions run for an hour (60 minutes) from 2:45pm – 3:45pm. Students are to adhere to the following expectations:

1. Students must wear their No. 1 Uniform (including blazers).
2. Students must be punctual and arrive **BEFORE** the DT commences (meet in the foyer at 2:40pm for roll call).
3. Students must have the necessary writing materials, the school will provide the writing paper needed.
4. No talking, working together, eating, toilet breaks, computer work and/or cell phone use will be permitted at any stage during the DT.

During the DT, students will be required to:

1. Write out 5 times the ISHB “**Student Charter - Your Rights and Responsibilities**” located on pages 5 & 6 of the Leopard handbook (a copy will be provided to each student). This must be handed to the DT staff member after the full hour is complete.
2. Sign the **Individual Student Detention Evaluation Form**, which will assess the student’s punctuality, dress, behavior, and completion of the assigned task as determined by the DT staff member.

Further demerits may be issued during DT for punctuality and dress should a student fail to adhere to the DT conditions. However, if a student does not work or chooses to disrupt the DT in any way due to disruptive behaviour, he/she will receive another immediate DT for the next week.

SATURDAY DETENTIONS (received after 6 warnings in the same category)

Saturday Detentions run for two hours (120 minutes) from 8:00am – 10:00am. Students are to adhere to the following expectations:

1. Students must wear their No. 1 Uniform (including blazers).
2. Students must be punctual and arrive **BEFORE** the DT commences (meet in the foyer at 7:50am for roll call).
3. Students must have the necessary writing materials, the school will provide the writing paper needed.
4. No talking, working together, eating, computer work and/or cell phone use will be permitted at any stage during the DT.
5. Students will be allowed **ONE** toilet break during the 2-hour period.

During the DT, students will be required to:

1. Write a 4-page **Reflection Essay** of why they are in DT and what they need to do to ensure that their behaviour is corrected. Students may refer to the **Student Charter** and the **IB Learner Profile** characteristics to formulate their essay. Specific essay guidelines will be given at the beginning of the DT session to assist the students.
2. Ensure that their essay follows the required guidelines, is legible and is taken seriously or else they will be required to redo the whole exercise.
3. Submit their completed essay to the DT staff member after the 2 hours and a copy will be scanned and emailed to the parents. The original will be placed on the student’s file.
4. Sign the **Individual Student Detention Evaluation Form**, which will assess the student’s punctuality, dress, behavior, and completion of the assigned task as determined by the DT staff member.



STUDENT DISCIPLINARY HEARING

In the event of a student receiving 9 demerits (warnings) and having served both a Friday DT and a Saturday DT for an infringement in a particular category, a Student Disciplinary Hearing will be convened between the Deputy Head, Class Tutor, Student and Parents/Guardians

Consequences of such a meeting could include any or all of the following:

1. An Academic Daily Report
2. A Probation Period
3. An Internal Suspension
4. An External Suspension

DEMERIT ROLL OVER

It is educationally important for students to realize and understand that although their actions have consequences, each term they will be able to start with a clean slate. No demerits will be carried over into the next term. However, any demerits earned during the LAST WEEK of each term WILL result in students sitting for a DT on the last day of school (if they receive 3 demerits in a category) or alternatively, demerits earned will carry over to the following term. Students are encouraged to demonstrate acceptable behaviour throughout the term up to and including the last school day.

PARENT SUPPORT

It is important that both the school and the Parents/Guardians work together to ensure that we teach our students how to make good choices within all the aspects of their school life. Parents are encouraged to contact the subject teachers, or class tutors or the Deputy Head to discuss any concerns they may have regarding their child's behaviour at school and take an active interest in their child's performance and behaviour. In addition, support for the Discipline Structure is vital to its success. Please take some time to sit with your child and discuss the discipline procedures to ensure a clear understanding of how the process works.

Please read, sign and return the attached **ACKNOWLEDGEMENT FORM** to your child's tutor by Friday 13 May.

Yours truly,

Grant Ruskovich
Deputy Head



ACKNOWLEDGEMENT FORM

To be signed and returned to your child's class tutor by Friday 13 May.

We, the undersigned, acknowledge that we have read and understood the Discipline Procedures for demerits and detentions, as outlined in the attached letter.

Student's Name: _____ (please print name)

Student's Signature: _____

Class: _____

Date: _____

Parent/Guardian's Name: _____ (please print name)

Parent/Guardian's Signature: _____

Date: _____

Class Tutor Signature: _____

13/05/2011