



# **ACA Detention Policy**

## **Handbook**

**2018-2019**

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## Mission Statement

The mission of the Detention Program is to create a sense of importance for the rules and expectations that govern the students at Arizona Cultural Academy. Through the collaborative effort of staff, parents, and students we will continue to maintain a positive learning environment within the classroom.

## 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 expectations of the school community.

## Introduction

The purpose of the Arizona Cultural Academy Detention Policy is to encourage appropriate behavior. The detention policy is devised as a means to address issues that are disruptive to the teaching and learning environment. For a list of behaviors that may result in a detention, [please refer to the Code of Conduct](#).

## Definition of Terms

This is the glossary of terms to provide further clarification for the policy laid out below. A more extensive list of The Official Guidelines can be found on pages [32-34 of the Parent-Student Handbook](#).

**Lateness:** Refers to arrival at school or to any class after the second bell without a written explanation from admin.

**Food in Class:** Eating or drinking anything other than water in the classroom, [following the current school policy](#) (pg.16)

**Skipping Class:** The absence from an assigned class without the permission from a teacher or supervisor.

**Disrespect:** The use of any verbal or non-verbal language or gestures that does not rise to the level of disrespect indicated in the Arizona Cultural Academy Discipline Code of Conduct.

**Hallway Loitering:** The unsupervised presence of a student in the hallway after the ringing of the second bell and without a pass.

**Classroom Loitering:** The presence of any student in a classroom without adult supervision.

**Horse Playing:** Any kind of running or playing in the school that threatens the safety and endangers staff, students, parents, and visitors to the campus.

## What is detention?

Detention is the supervised retention of students beyond the regular school schedule when in order to facilitate further improvement of the student's behavior resulting from a violation of the school rules, expectations and/or Arizona Cultural Academy Discipline Code.

## Assignment of Detention

Detention may be assigned using the following guidelines:

1. Detention is set from 3:25-4:00pm
2. Any student who enters the class after the **2nd bell** rings is marked late.
3. Any student who is late for class six times will receive **one** detention on the sixth recorded lateness.
4. Any student who violates the [food and drink school policy](#) regarding eating and drinking in class may receive 1 detention after a first verbal warning, and a written final warning.
5. Any student who skips class will receive **one** detention on the first infraction.
6. Any student who uses inappropriate language or inappropriate gestures to any member of the staff or student will receive **one** detention for each case identified.
7. Any student found loitering in the school may receive **one** detention.
8. Any student who fails to follow the rules and expectations set for the lunchroom will receive **one** detention after one verbal warning and one written warning.

**\*There is no limit to the number of detentions that can be given in one day.**

**\*\*Detentions can be assigned by administration for infractions not listed here.**

### Guidelines for Students

1. The students will receive a copy of their detention notice from an Administrator. The detention room and day when the detention must be served will be on the notice.
2. The students must present the notice to their parent/guardian for signature. The signed notice must be presented to the detention supervisor when the student reports for detention. A student will not be allowed in the detention room without the signed notification.
3. A student who receives a detention will report to the office no later than 3:25 p.m.

### Guidelines for Serving a Detention

1. This Detention policy is for Grades 1-12.
2. Students assigned detention will wait in the office until 3:25 p.m.
3. Detention will be served from 3:25 p.m. - 4:00 p.m. Monday- Thursday, unless otherwise noted.
4. Students will not be allowed admission after 3:25 p.m. A student who is late or skips detention will be assigned a detention in addition to the one that was missed.
5. Students that have been assigned detention for academic reasons will be responsible for completing incomplete/missing assignments from their classwork. Students that have

been assigned detention for behavior will be assigned relevant Character Building instruction, as provided by ACA's Counselor.

6. Detention will have the same expectations as a normally scheduled class. As such, the same rules apply as during normal instructional hours and the students will not be allowed to use their phones or any electronics during this time. They are expected to make the effort to complete the work assigned during the after-school detention. Any uncompleted work will be sent home to be completed and returned to the assigning instructor for grading.
7. Any student who causes a disturbance during detention will be removed from the detention room and the detention will be reassigned.
8. Students will not be allowed to eat in the detention room and delivery of food to the detention room is not allowed.
9. Students will not be allowed to leave the detention room once detention has begun. Passes will not be issued during detention.
10. Any student who is marked as "Unexcused Absence" from their detention or late for **three detentions** will be required to attend a mandatory conference with a parent/guardian and an administrator.
11. All missed detentions will be reassigned.
12. All detentions will be filed in the office and kept as a record.
13. Detention records may affect a student's participation in extracurricular activities such as sports, school-trips, in-school events, etc