

Attendance

High school administration, faculty, and staff encourage students to be at school on time every day. High School attendance is ultimately the responsibility of the student and his/her family. It is important that students and their families recognize the direct relationship between student attendance and high academic achievement. The attendance policy is intended to involve parents, teach students responsibility, and provide optimum instruction and academic accountability.

According to the Arizona Revised Statute Title 15-803: *Absences are considered excessive when the number of absent days exceeds ten percent of the number of required attendance days (180 days) prescribed in section 15-802, subsection B, paragraph 1.*

Definitions:

- *Tardy*: A student will be considered tardy if they are not in their classroom when the tardy bell rings. Failure to be in class ten (10) minutes after the start of the class will constitute an absence. Parent's or Legal Guardians may NOT call the attendance office to excuse a tardy.
- *Absence*: A student who arrives to class after 10 minutes. This absence can be defined as excused or unexcused.
- *Excused Absence*: An absence is excused if a parent or guardian notifies the school within 48 hours of the absence. The reason for the absence must be given.
 - o Some examples are:
 - Personal illness
 - Doctor or dentist appointment (We encourage families to make these appointments before or after school hours.)
 - Serious family illness
 - Death in the family or of a close friend
 - Religious Holidays
 - Important family business
- *Unexcused absence*: Any absence that is not excused by a parent or guardian. If a student is truant from any class, the student may be referred to administration.
- *School-Related absence*: Any absence due to a preapproved school-related activity, it will not count as an absence.
- *Suspension*: The days of suspension, both in school and out of school, do not count as absences for attendance policy.

Consequences for Absences

The following actions will be taken after three (3) and five (5) unexcused absences per semester:

- **Three (3) Absences:**
 - o When a student reaches three (3) unexcused absences for any or all classes, they will receive a 3-Day Absence Letter and may be assigned lunch or after school detention as determined by the Interventionist. The parent/guardian will receive the letter via email (or U.S. Mail if email is not available.)
- **Five (5) Absences:**

- When a student reaches five (5) unexcused absences for any or all classes, they will receive the 5-Day Absence Letter and may be assigned lunch or afterschool detention as determined by the Interventionist. The parent or guardian will receive the letter via email (or U.S. Mail if email is not available.)
- **10 or More Excused or Unexcused Absences**
 - Once a student reaches 10 or more *excused* or unexcused *absences a student may lose credit for the course(s) due to excessive absences*. Students will be referred to administration and a parent meeting will be required to sign an attendance recovery contract.
- **Ten (10) Consecutive Absences**
 - After ten (10) consecutive days of unverified absences per semester, the state requires schools to automatically withdraw the student from the school.

Tardy Policy

Tardy Policy (REF: BOARD POLICY - JE-RB) Tardies are viewed as a disruption to the classroom environment. Arriving late not only deprives the tardy student of full learning time, but also disrupts the education of other students. Students are expected to arrive on campus in time for the start of the school day and to any classes during the school day. Any student who is late for class will go to SWEEP and be marked tardy. A tardy becomes an absence when a student arrives late (missed more than 10 minutes with a code of AT).

SWEEP:

The SWEEP program has been implemented to:

- Reduce the number of students in the walkways
- Assist in moving students expeditiously and safely from one class to another
- Increase learning time by reducing classroom disruptions due to tardy students
- Promote student responsibility and accountability

Students need to be physically present in their classrooms when the bell rings. Students that are out of classrooms without passes will be swept. Students who are late for school must have a note from a parent/guardian and are required to check-in at the attendance office to get a pass to class. Any student with release time must leave campus or they will be swept.

For students placed in Sweep, attendance is recorded and submitted to the attendance office. For a student who was tardy for class, the attendance office will code their absences as Tardy. For a student who was caught ditching, the attendance office will code their absence as an Unexcused Absence. Students who are swept will have the ability to make up the assigned class work for that specific class period. Those students who are caught ditching may NOT be afforded the opportunity to complete the missing assignments for that specific class period.

If a student is swept during the day they must:

- Turn in the assigned class work for that day

- Meet with the teacher to obtain missed daily work

For any student who is swept and is required to take a test during that specific class period, they must inform the sweep monitor and will be issued a pass back to class. In exchange, the student will be assigned two (2) days of detention. Any student not completing the assigned consequences will be issued a discipline referral for insubordination. If a student chooses to skip the test, thinking that they will have more time to study, they will receive a zero on the test and will not be afforded the opportunity to retake it. SWEEP is not a study hall, therefore there will be no food or drinks and electronic devices are prohibited. Students will be required to make-up their work on their own time. A SWEPT student must inform the classroom teacher of the tardy that same day or the make-up work may not be given.

Repeated tardies will result in additional consequences:

After the 5th tardy in addition to the “Sweep” students will be required to attend after-school detention. Failure to attend after-school detention will result in the student being off school suspended the following day and parent conference with administration prior to returning. 9 or more tardies will result in an Attendance Recovery Contract.

Attendance Recovery:

Students that are on an attendance recovery contract will be required to attend after-school tutoring detention to recover an absence.

Dismissal During School Hours:

Any student wishing to leave campus during the school day MUST have verified parent or guardian approval. Parents or guardians must enter the school to sign their student out with the receptionist (Government issued ID will be required). Student may sign themselves out ONLY if the parent or guardian has made the request and is able to answer questions to verify identity.

Please make prior arrangements ahead of time so your student has a pass. Students will not be permitted to leave campus without a pass. Parents wishing to come to school to sign their student out without making prior arrangements should expect delays in getting their student out in a timely fashion.

Passes WILL NOT be issued during the following:

- Lunch Periods
- 35 minutes prior to the end of the school day
- After 1pm during the Early Release Bell Schedule
- Any exams (unit, semester, district, state, national)
- Pep Assemblies

Make-up Work

- *Excused Absence:* Students will be allowed the number of days absent to make up assignments. Work that was assigned prior to an absence will be due upon return to class.
- *Unexcused Absence:* Students will be accountable for all information missed and all classroom deadlines determined by the classroom teacher.
- *Short-Term Suspension:* Course assignments for students on short-term suspension will be provided by the teachers of record with the purpose of enabling students to remain current in their assigned coursework. Credit will be given for work completed while on short-term suspension