

Attendance and Tardy Policy:

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:** Students 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. Parents/Guardians may NOT call the Attendance Office to excuse a tardy.
- **Absence:** Students will be considered absent if they arrive to class after 10 minutes. This absence can be defined as excused or unexcused.
- **Excused Absence:** An absence is excused if a parent/guardian notifies the school within 48 hours of the absence. The reason for the absence must be given. Some examples are:
 - Personal illness
 - Doctor or dentist appointment (We encourage families to make these appointments before or after school).
 - Religious holidays ▪ Important family business

Unexcused Absence: An absence is unexcused if it is not excused by a parent/guardian. If a student is truant from any class, the student may be referred to administration.

School-Related Absence: An absence is school-related if it is due to a pre-approved 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 the 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:

- o 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

- o 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

- o After ten (10) consecutive days of unverified absences per semester, the state requires schools to automatically withdraw the student from the school.

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 directly to class and be marked tardy. The student must adhere to teachers' tardy policies, including detention and extra duty. Students who are habitually late in arriving at school are subject to administrative disciplinary action. A tardy becomes an absence when a student arrives late (missed more than 10 minutes with a code of AT)

- Teachers will contact parents/guardians and document the contact at the 1st-5th Tardies. Teachers must submit contact documentation with the referral.
- Teachers are able to refer students starting on the 6th tardy from class and the student will receive lunch detention for each tardy after the 6th tardy until they reach the 10th tardy.
- Once a student has accumulated 15 or more tardies they will receive a day of OSS for each tardy thereafter.