

Attendance

The goal behind the Casa Grande Union High School District Attendance Policy is to encourage and promote school attendance to better prepare our students for college and the workforce. 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.

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:**
 - 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.)
- **Nine (9) or More Unexcused Absences**
 - o Once a student reaches nine (9) or more unexcused absences, they will be referred to administration and a parent meeting will be required to sign an attendance contract to determine disciplinary consequences.
- **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.

Accumulation of Absences and/or Tardiness

The ninth (9th) total absence of the semester will result in the loss of credit for the class unless there are extenuating circumstances. Extenuating circumstances could include, but are not limited to:

- Hospitalization
- Personal/Health issues
- Family Issues
- College Visits
- Runaways
- Substance Abuse Rehabilitation

Students will receive an "NC" for No Credit in PowerSchool when the student reaches their 9th absence. Parents/Guardians are still required to call the school or provide notes to explain absences. Such absences WILL be counted against student's attendance records.

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 student to remain current in their assigned coursework. Credit will be given for work completed while on short-term suspension