

STUDENT TARDINESS

Maricopa Unified School District recognizes the importance of students assuming the responsibility of being on time to class. A student will be considered tardy if he/she is not inside the classroom when the tardy bell rings. If a student abuses the tardy policy, appropriate disciplinary action will be applied.

- **1st Tardy** – Warning
- **2nd Tardy** – Consequence
- **Excessive Tardiness** – Office referral consistent with MUSD Code of Conduct

PRIOR NOTIFICATION ABSENCES/SPECIAL CIRCUMSTANCE

In certain circumstances when it is necessary for a student to be absent for an extended amount of time, notification should be made to the school at least three days prior to the absence. Students must arrange all class work prior to the absence and complete all work by a determined date. Submitting a request does not guarantee an excused absence. The following criteria will be considered by principal:

- **Grades** – must have a passing grade in each subject
- **Attendance** – amount of prior absences/tardiness
- **Behavior** – prior referrals, disciplinary actions, etc.

PARENTS/GUARDIANS NOTIFICATION

The school shall make a reasonable effort to promptly telephone and notify parents or guardians of an absent student within two hours after the start of school. In order to do this, it is IMPERATIVE that we have current contact information. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible.

CONSEQUENCES FOR ABSENCES

After three or more absences the student will receive an attendance policy warning. The first notice will be in the form of a warning letter notifying the Parents/Guardians of the missed days. The primary purpose is to advise the parent/guardian that the student's grade may be affected due to the absences. After five or more absences the student may be placed on an attendance contract and a second notice letter will be sent home. A parent conference may be scheduled and Parents/Guardians may be referred to the court system for truancy citation. Students with excessive absences, (over 10%) will be subject to the laws of Arizona in regards to attendance and will receive a final truancy letter. The School Resource Officer/Truancy Officer per Arizona statute may cite the student or the parent for truancy. Excessive absences affect the student's grades. Administration may require medical documentation for excessive absences. **A.R.S. 15-802** After 10 days of consecutive unexcused absences, the state requires schools to automatically withdraw the student.

TRUANCY VIOLATIONS

As per **A.R.S. 15-802**, the parent/guardian of a child between six and sixteen years of age or a person who has custody of a child, who fails to enroll or fails to ensure that the child attends school pursuant to this section is guilty of a Class 3 Misdemeanor. Arizona's Truancy Laws **A.R.S. 15-802** and **A.R.S. 15-803** define two circumstances when a student may be cited for failing to attend school.

- A student is "habitually truant" when he or she has five or more unexcused absences from school. "Truant" means an unexcused absence for at least one class period during the day.

- A student has "excessive absences" when the student misses more than 10 percent (18 days) of the required number of school days per year, whether the absence is excused or unexcused.

If the student experiences a significant number of excused/unexcused absences or trancies, both the Parents/Guardians and the child could be issued a citation for violation of the truancy law. A citation would require that both the Parents/Guardians and the child appear in court regarding this matter.

STUDENT PICK-UP/SIGNING STUDENTS IN AND OUT OF SCHOOL

For the safety and protection of the student, he/she cannot be taken from school, before regular dismissal time, without a Parents/Guardians physically signing out the child. Photo identification will be required of all persons.

A student will not be excused to leave school on the basis of a note or telephone call. Students must be signed out in the front office by a person at least 18 years of age. A student may be allowed to leave with someone other than the parent only if the parent has notified the school of such an arrangement in writing or if the person is listed on the emergency contact list.

Only parents or legal guardians or others with permission verified by school administration may authorize check-out of a student. Only individuals designated on the authorization list may pick up the student.

If a student leaves during the day, and does not check out with the school, it is considered an unexcused absence and classified as truancy. Students are not permitted to leave school without permission.