

ATTENDANCE CONTRACT

Arizona Law and Workplace Standards require students to be at school and on time each day. The right and privilege of attending public school carries with it certain responsibilities on the part of parents and students. It is important that parents and students recognize the direct relationship between academic success and regular school attendance. Students should keep absences below 10 or they will be in jeopardy of losing credit for the semester. Most classroom activities cannot be replicated; class discussion and participation are lost to those who are absent. Administration will require documentation for excessive or habitual absences.

Attendance Definitions

- **Absence** – Students who fail to report to one or more classes will be marked absent. A student who arrives more than 10 minutes late is considered absent.
 - **Excused absence** – An absence is excused if a parent or guardian notifies the school of the reason for the absence. The determination to excuse an absence will be made in compliance with Arizona Department of Education guidelines.
 - **Unexcused absence** – Any absence not verified by parent or guardian will be considered unexcused.
 - **School-related absence** – If a student missed class due to a pre-approved school-related activity, it will not count as an absence.
 - **Suspension** – Of days suspended, the first 10% (18 days) will be considered excused. If a student is suspended above the 10% those suspension days will be considered unexcused. If a student has 10 consecutive absences, they will be withdrawn.
 - **Tardy** – A student is tardy when he/she is not in class and seated when the final bell rings.
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Reporting an Absence

When a student is absent it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. **All absences not verified by parental or administrative authorization will remain unexcused.**

Excused Absences

- Individual illness or health conditions
 - Serious illness in the immediate family
 - Religious holidays
 - Legal appointments: documentation may be required
 - Death in the immediate family
 - School sanctioned activities
 - Medical and dental appointments
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Unexcused Absences

Unexcused absences are considered truanancies. If a student missed one or more periods in a school day, the unexcused absence will be considered ditching. While parents may be aware of these circumstances, the absence will remain unexcused for attendance purposes. Administrators are the only persons able to excuse absences.

Academic Consequences of Absences

Parents will be notified of daily absences from school via an automated calling system. Unverified absences will result in loss of credit on assignments in each class missed.
