

ACADEMY OF TUCSON SCHOOLS ATTENDANCE POLICY

ATTENDANCE & TARDINESS

Since consistent attendance is essential to academic success, students must attend school regularly, arrive on time, and not leave during the school day for unnecessary business. State law charges the parent with the responsibility for the student's consistent school attendance. A student must be in attendance a minimum of ninety (90) percent of each semester per class period. Excessive absences may result in the student not receiving credit for the course(s). An absence is defined as all or part of a school day, excused or unexcused. An excused absence is one in which the parent has notified the school within 24 hours of the student's absence and the school administration has approved the absence. Administration may require verification of an absence due to illness or injuries.

- State Law
 - Regular school attendance is essential for success in school; therefore, absences shall be excused only for specific reasons including illness, bereavement, family emergencies, and observance of major religious holidays of the family's faith.
 - Before scheduling medical and dental appointments, the Administration strongly encourages parents to consult the school calendar and school hours. In addition, family vacations should be scheduled when school is NOT in session.

- Student Attendance
 - In the event of an absence, the parent is expected to inform the school by calling the school office.
 - If a student is absent for an extended period of time for medical reasons, documentation from a medical doctor may be required at the discretion of administration. The documentation will outline any limitations to which the student must adhere.

- Absence Notification
 - When the school has not been notified of an absence, the school shall make reasonable efforts to notify parents of a student absence.
 - It is the parents' responsibility to provide the school with the most recent telephone contact number.
 - Parents will be notified in writing of excessive school absences.

Actions taken by the school for absences:

- **Three absences:** After three (3) absences per class period per semester (including both excused and unexcused absences), the office will notify the parent/guardian by phone or email.
- **Six Absences:** After six (6) absences per class period per semester (including both excused and unexcused absences), a letter will be mailed home and the Principal may hold a phone and/or face-to-face conference with the parent/guardian.
- **Nine Absences:** After nine (9) absences per class period per semester (including both excused and unexcused absences), the student and parent/guardian will meet with the Principal. At the high school level, the student may be dropped from the class with a W/F and will have to pay to retake the class over the summer.

- **Ten Consecutive Absences: After 10 (ten) consecutive days of absences, the state requires schools to withdraw the student automatically. The Academy, its Board, Employees, or Agents are not liable for failure to notify before withdrawal.**
- **Arrival At and Departure From School**
 - Students should arrive at school no earlier than 30 minutes before the start of the school day.
 - Students should be picked up or depart the campus promptly once school is dismissed and be **off campus by 4:00 PM on regularly scheduled days at the middle and high schools.** Staff is not able to provide supervision outside of these hours.
 - Elementary School students must be picked up **NO LATER than 45 minutes after dismissal time.** (Dismissal times vary, depending on a student's grade level.)
- **Make-Up Work**
 - When an absence is excused, students are allowed one day for each day absent to submit make-up work. The student is responsible for getting his/her own work. A student who does not make up assigned work within the time allotted will receive a grade of zero for the assignment.
 - Work may NOT be made up for credit for unexcused absences.
 - Parents may request missed assignments for extended absences. Teachers need 24 hours advance notice to accommodate such a request.
- **Check-In/Check-Out Procedures**
 - Students returning to/leaving from campus during the day must check in and out through the school office. Students who do not comply with this procedure will not be excused from classes.
 - A parent must sign the student in or out, in person, in order for the student to leave for any reason.
 - High school students with an early out (dismissal before Period 7) must sign out after their final period of the day. The same policy is expected from students with a late start (after Period 1). They must sign in with the front office.
- **Tardiness**
 - Students are responsible for being in class, in their seat, at the posted time that each period begins.
 - Parents may not excuse their student's tardies more than three (3) times within a semester. Any tardies beyond the three will count toward the consequences outlined by the Building Principal.
 - NOTE: At the middle and high schools, because of the number of class changes throughout the day, it is possible for students to accumulate multiple tardies within one school day. It is possible that a student could earn multiple tardies in one day and automatically receive detention without any warning or parent notification.

Student Attendance Legal References: A.R.S. 15-346, 15-771, 15-802, 15-803B, 15-804, 15-805, 15-806, 15-807, 15-826, 15-843, 15-872, and 15-873.