

Attendance As a State Requirement:

Arizona Revised Statute §15-803. School attendance; exemptions; definitions

- A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
 1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).
 2. The child is accompanied by a parent or a person authorized by a parent.
 3. The child is provided with instruction in a home school.
- B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- C. As used in this section:
 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 2. "Truant" means an unexcused absence for at least one class period during the day.
 3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

School administration works closely with juvenile probation and will refer students to the department for violations of the statute for being truant and/or excessive absences.

Parent Notification of Absence:

Parents and students are responsible for school attendance, and the school will assist you in fulfilling this responsibility through the use of SchoolMessenger, an automated service that contacts parents daily regarding any missed classes, and Edline (www.edline.net), which provides a visual record of each student's attendance and tardies. Payson High School expects parents/guardians to call the attendance office each day, by 10:00 a.m., to notify the school of the nature of the absence as this must be reported to the state. Parents should verify home and work telephone numbers with the attendance office.

Educational research confirms that good attendance and school success go hand-in-hand. Students should remain out of school only when it is absolutely necessary. Student participation in class is essential to learning. It is not possible to achieve the full scope of a subject through make-up work. Students, parents, teachers, and administrators must make every effort to ensure excellent student attendance.

If absent,

1. A parent/guardian must call the attendance office (474-2233) the night before or the day of the absence by 10:00 a.m. After hours you may always leave a message.
2. Write a note or send an email from your personal account on file that identifies the **student name, days absent, and reason for the absence.**

Any absences NOT cleared within two school days will be addressed as unexcused absences and will result in an hour-for-hour recovery of time lost as well as a minimum of 20 points per day. Also, **students must be in attendance ALL scheduled periods** on the day of a school event/trip; failure to do so will result in suspension of participation, including loss of travel privileges.

Preapproved Absence:

When you know of an absence ahead of time, PHS encourages students and parents to take advantage of the preapproved absence procedure. For preplanned trips, appointments, surgeries, etc., students can provide documentation, notify teachers of the absence, and request work by completing the preapproved absence form, available in the lobby and on Edline, and submit to the administration office **at least two days prior to the absence.**

Excused Absence:

An excused absence is approved by a parent/guardian and authorized by school personnel in accordance with the following:

1. Short term personal illness (Oversleeping in **not** an excused absence, nor is missing the bus)
2. Family emergency (Professional appointment i.e. medical, dental that cannot be arranged before or after school).
Please use preapproved absence form.
3. Preplanned family trip: Student must obtain **preapproved absence form** and have homework plus teacher signature notifying teacher of absence
4. Bereavement, religious holidays and college visits.
5. Long term illness (four or more days must be verified by medically qualified individual in written form)
6. Court Subpoena.

Signing Out and In during the School Day:

If a student leaves during the school day, the student must first sign out of the office in the administration building and have approval

from the parent or guardian for one of the reasons listed in the section identifying excused absences. The nurse may obtain permission from the parent or guardian or an authorized person and send a student home for illness. Only students who have met the requirement to be "Independent Adults at 18" may check themselves out. All others require parent/guardian communication.

Freshmen must be physically signed out by a parent through the attendance office. Phone calls are not acceptable. Freshmen checked out for lunch will be given a pass to allow them to go off campus; this pass is to be surrendered to the attendance office upon return.

Upon arrival or return to campus, all students are required to sign in.

Student Attendance Responsibility:

A student's attendance record is the student's responsibility to oversee. Like a bank or credit card account, charges may be made in error, and it is the student's responsibility to bring this to the attention of the attendance office or the teacher who may have recorded an error.

Teacher Attendance Responsibility:

Teachers are required to take attendance at the beginning of each period. And students are to be in their scheduled classes from bell to bell with passes created when necessary through the use of Discipline Tracker.

No teacher can excuse a student from another teacher's class **unless prior arrangements have been made**. The expectation is that our staff honors the time in the schedule for all teachers to have with their students. In terms of credit, our elective classes carry the same weight as our core classes. Students and teachers are expected to maximize their time in each class without diminishing the importance of others.

Excused Absence Homework Policy:

Immediately upon returning from an excused absence, the student shall arrange with teachers to develop a plan for making up homework and tests. It is the student's responsibility to meet the terms of this plan. The number of days to make up work is the same as the number of days absent. Each student should make every effort to check Edline in order to assess what was missed and what needs to be made up.

Unexcused Absences:

An unexcused absence is any absence from school, including any single-period absence from any class or activity during the school day in which the student is scheduled. Neither parent/guardian nor a teacher can excuse a child from school to be in a class outside of the regularly scheduled meeting time. **All out of school suspensions are unexcused absences.**

A student who is not attending school, whether excused or unexcused, is not to be on the school campus for any reason without administrative approval.

Ditching is an unexcused absence. The school does not condone ditching and, specifically, does not condone or approve any organized ditching efforts by students. For example, the school does not approve of any senior ditch day. Anybody caught ditching may lose credit for the period/day's work and may lose credit resulting in a failure to graduate on time. Unexcused absences will result in non participation in extra-curricular activities, such as practices, competitions, and events, as well as points assigned and disciplinary action.

Unexcused absences will result in consequences to make up the time lost. One period is equal to one hour, so consequences may take the form of an hour of community service after school, Saturday school, or FBI.

Consequences for Unexcused Absences:

1st Offense: Assignment to community work service, Saturday school, or FBI, depending on the number of periods missed; loss or suspension of parking permit and/or loss of off-campus privileges, if applicable. Five points assigned for each period missed; 20 points assessed per day.

2nd Offense: Assignment to community work service, Saturday school, or FBI, depending on number of periods missed; loss or suspension of parking permit and/or loss of off-campus privileges, if applicable. Five points assigned for each period missed; 20 points assessed per day.

3rd Offense: Assignment to off campus suspension with no credit for work missed.

4th Offense: Off campus suspension with no credit for work missed, and placement on an attendance contract.

5th + Offenses: Loss of credit and/or referral to school resource officer (SRO) for truancy or incorrigibility charges.

Excessive Absences and Loss of Credit:

A student is considered to be excessively absent if s/he accrues **ten or more excused or unexcused** absences in any class during a semester. A student may lose credit from any class upon reaching 10 absences in a semester.

If the student has exceeded the limit in any one class, and the absences are due to illness, family emergency, professional appointment, the student may be placed on an attendance contract. If the limit is exceeded due to other reasons, the credit may be withheld.

Appeal Process for Loss of Credit:

Student must continue to attend the class. Before an appeal is granted, the student's grades, school related behavior, general attitude, and previous attendance will be reviewed. The appeal request must state the changes being requested and the reasons. Attendance Review Board will consider extenuating circumstances when making decision.

Reinstatement of credit may be requested as follows:

1. Student writes a formal request for reinstatement to the Attendance Appeals Board **within five school days of loss of credit notification**. The letter should address the following:
 - a. reasons for the absences
 - b. responsibility taken for the absences
 - c. reasons credit should be reinstated
 - d. steps the student is willing to take in order to regain credit
 - e. date and signatures of both student and parent/guardian
2. Student, along with a parent/guardian, attends the Attendance Appeals Hearing with any documentation/paperwork related to absences to present student's case for reinstatement.

Tardiness

Each student is expected to be in her/his classroom and ready to work when the tardy bell rings. A student who is 15 minutes late or more for class is considered to be absent for that period.

Consequences

Tardies will be recorded by the classroom teacher and tracked for each semester. Consequences for tardies will be handled by the teacher who will record referrals through the use of Discipline Tracker, noting each day and period that a tardy was incurred as well as the recommended consequence. Consequences will be administered in the following sequence:

First Tardy:	Documented warning to student by teacher
Second Tardy:	Documented warning to student by teacher
Third Tardy:	Lunch detention assigned; parent notified
Fourth Tardy:	Lunch detention assigned; parent notified
Fifth Tardy:	Saturday school assigned; letter sent home
Sixth Tardy +:	Loss of off campus privileges at lunch and/or tardy contract

Unexcused absences assessed through tardies may be worked off through attendance to Saturday school but may still impede Renaissance eligibility.