



ARTICLE E: ATTENDANCE REGULATIONS

Arizona law requires students between the ages of six and sixteen to attend a school. The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students.

School attendance is ultimately the responsibility of the student and his/her family. Students should be absent from school only when absolutely necessary, as much of the classroom activity cannot be made up; the benefit of lectures, discussion and participation is lost forever to those who are absent. It is the responsibility of school personnel to keep the parents informed of actions that might have a detrimental effect upon the educational growth of the student. Regular attendance is the key to much of the success a student may gain from his/her educational program.

1. DEFINITIONS AND PROCEDURES

A. Absence (Elementary, K-8 and Middle School) - is defined as an elementary and K-8 student not being present in his/her assigned classroom during the assigned period or an elementary student missing 25% or more of the school day.

B. Absence (High School Students) - is defined as missing one period during the school day. No absence will be excused without the student first checking out at the school office and returning with written verification of an appointment (i.e., medical, dental, or legal). Upon return to campus, students must sign in through the front office.

C. Emancipated Students - Eighteen-year-old students may assume the responsibility of notifying the school of an absence with approval of the administration and appropriate emancipation documentation.

D. Excessive Absences - Per A.R.S. §15-803(B), absences may be considered excessive when the number of absent days (excused and unexcused absences combined) exceeds ten percent (18 days) of the number of required attendance days prescribed in A.R.S. §15-802(B)(1). Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences. If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten consecutive school days (or in the case of Scottsdale Online Learning- 10 consecutive days with failure to login and complete work), except for excused absences identified herein, shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to A.R.S. 15-901(A). The governing board may take disciplinary action that may lead to expulsion pursuant to A.R.S. 15-342. Pursuant to A.R.S. 15-805(B)(1) at attendance officer may issue a citation to the guardian or the child that is in violation of A.R.S. 15-803.

E. Excused Absence - Pursuant to A.R.S. 15-901(A)(1), excused absences are identified by the Arizona Department of Education (ADE). ADE defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, out-of-school suspensions, religious holidays, pre-arranged family vacation, any school sponsored event, which causes students to miss class, such as field trips, early dismissals for school-sponsored athletics, etc. No student may be excused from class by a parent/guardian and still remain on campus. ARS 15-807(B) states that in order for absences to be counted as excused, the elementary, K-8 or middle school must be notified in advance or by the end of the school day of any absence by the parent or other person who has custody of the student. High schools must receive notification from the parent or other person who has custody of the student within 24 hours of the absence. When excusing an absence the parent or other person who has custody of the student is expected to verify the reason for and date(s) of the absence. The school will document the date, reason, and person reporting the absence. If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. When a parent wishes to have a student excused before the close of the school day, the attendance office must be informed prior to the student's departure, and administrator or designee must provide permission. The parent/student must sign out at the front desk with exact time in order for the leave to be excused.

F. Habitually Truant - means a child between the ages of six and sixteen who is truant for at least five days during a single school year (A.R.S. §15-803(C)(1)). Arizona law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless exempt under section 15-



803(A). If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor (A.R.S. §15-802(E)).

G. Religious Purposes - Pursuant to A.R.S., 15-806(A) Students may be granted release time to attend religion classes near the school campus. Specific to religious purposes, pursuant to A.R.S. 15-806(A)(1-2), these conditions will include a written consent from the person who has legal custody of the student and said religious exercises must take place at a suitable place away from school property.

H. Tardy (Elementary, K-8 and Middle School) - is defined as arriving after the start of the regular school day at the assigned location ready for classroom activity. The teacher must admit all tardy students upon arrival to class. If a middle school student is more than ten minutes late to class or an elementary student misses more than 25% of the day, that student may be assigned an absence.

I. Tardy (High School) - is defined as arriving after the start of the class period at the assigned location ready for classroom activity. The teacher must admit all tardy students upon arrival to class. If a high school student is more than ten minutes late to class that student may be assigned an absence.

J. Truant - is an unexcused absence for at least one class period during the day (A.R.S. §15-803(C)(2)).

K. Unexcused Absence - is any absence from one or more class periods, which has not been excused by a parent or guardian. Students absent for 10 (ten) consecutive days, except for excused absences identified herein, shall be withdrawn from the school effective the last day of attendance or reported unexcused absence, pursuant to A.R.S. 15-901(a).

L. Withdrawals - includes students formally withdrawn from schools and students absent for ten consecutive school days, except for excused absences as identified by the department of education. For computation purposes, the effective date of withdrawal shall be retroactive to the last day of actual attendance of the student.

2. DISCIPLINE

The District will publish attendance and/or excessive tardiness and discipline procedures and disseminate them to all students and parents. Unexcused absences and/or excessive tardiness may result in the student receiving disciplinary action. Actions taken by site may include, but are not limited to:

1. Phone and/or written notification to parents.
2. Exclusion from extra-curricular activities, i.e., dances, sports, clubs.
3. School detentions, i.e., morning, lunch, after school, and/or Saturday.
4. In-school suspension.
5. Loss of credit and/or audit status.
6. Withdrawal and re-enrollment process through each school office.
7. Citation by a law enforcement officer in accordance with Arizona truancy laws.
8. Alternative placement, adjustment of student schedule.

It is unlawful under Arizona law for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session. If a child is habitually truant or has excessive absences, the parent and/or child could be issued a citation for a violation of A.R.S. §15-802 and/or §15-803. The citation could require that both you and your child appear in court regarding this matter.

Please refer to the SUSD Uniform Code of Conduct for more information.