



Greetings Arcadia Titan Family!

The 2015-2016 school year is in full swing and we want you to have a successful year at Arcadia High School. Here are some key pointers as it relates to attendance. As always, if you have specific questions, don't hesitate to contact your grade level administrator. GO TITANS!

## WHAT TO DO!

## HOW THIS HELPS!

- Call in ALL absences/tardies (See "Procedures" below)
- Provide Documentation
- Communicate with AHS faculty
- Check ParentVue/StudentVue
- Informs the AHS faculty that the parent/guardian knows the whereabouts of the student.
- Excused absences/tardies allow students the ability to earn credit on assignments/tests.
- For absences due to health related issues, this supports the reason for the absence.
- Regular communication will provide a team approach towards helping the student.
- Using resources available to you to monitor student performance is essential.

## SOME QUESTIONS YOU MAY HAVE:

**What is a Tardy?** Arriving to class after the start of the class period (indicated by the school bell).

**Note:** For some teachers this means not being in the classroom by the time the bell rings. For other teachers, this might mean not being in your assigned seat by the time the bell rings. Students are encouraged to learn the rules for each teacher in order to be successful. Communication between the student and teacher is strongly encouraged.

**What is an Absence?** Not being present in class (either all day or a single class period).

**Note:** If a student is 10 minutes (or more) late to class, this is counted as an absence.

**What is an Excused Absence?** Any absence which has been excused by a parent.

**Note:** When an absence is excused by a parent, it is simply "Documented", not "Eliminated".

## **What are the appropriate "Procedures" for taking care of Absences and Tardies?**

1. Contact the school attendance office prior to or on the actual day of the absence.
  - a. To ensure same day documentation of absences, it is recommended to contact the school by 10:00 am. Calls after 2:30 pm, will be documented the following day, which means you will still get an automated call.
  - b. If no contact is made to the school within 24 hours, the absence will be considered unexcused.
  - c. At the time of call in, all parents are expected to verify the reasons for and date(s) of absence. Provide medical documentation whenever possible.
2. 18 year old students may assume the responsibility of notifying the school of an absence with approval of the administration and appropriate emancipation documentation.

**Note:** This may be revoked if placed on an Attendance Contract. Student and parents will be contacted by the grade level administrator if this happens.
3. When a parent wishes to have a student excused before the close of the school day:
  - a. The attendance office must be informed prior to the student's departure (minimum of 1 hour notice) to ensure timely departure. Classrooms are not called, but rather a pass is sent to the teacher. The more notice the attendance office receives the greater they can accommodate for a timely departure.
  - b. In order to decrease disruptions to the learning environment, students needing to leave campus should do so during the passing periods whenever possible.
  - c. All students must sign out in the attendance office before leaving campus (safety and accountability).

**Attendance Discipline:** SUSD/AHS publishes attendance and/or excessive tardiness via ParentVue/StudentVue. Regular use of ParentVue/StudentVue will provide for a more proactive approach and avoid the following forms of discipline as it applies to attendance:

- Unacceptable patterns of attendance will be cause for revocation of open enrollment admission status.
- 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 extracurricular 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 reenrollment process through The Centralized Enrollment Office.
  - 7.) Citation by a law enforcement officer in accordance with Arizona truancy laws.
  - 8.) Alternative placement, adjustment of student schedule.

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.

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. Arizona State law states it is unlawful for any child who is between 6-16 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, you and/or your child could be issued a citation for a violation of Arizona Revised Statute A.R.S. §15-802 or §15-803. The citation could require that both you and your child appear in court regarding this matter.

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This attendance information is from the SUSD Code of Conduct (**Article C – Attendance Regulations**), which can be found by clicking on “Parents” at the top of the following website: <https://concrete.susd.org/index.php/schools/arcadia/> Please note that some items have been manipulated/added for a more user friendly reference and/or as it applies to Arcadia High School.