

# **JH**

## **STUDENT ABSENCES AND EXCUSES**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for the following:

- Illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.
- The student's participation in a school-related activity.
- The student being suspended for misconduct.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required. This documentation must be submitted within five (5) school days of return to school.

After ten cumulative absences, written medical documentation from a health care professional licensed under A.R.S. Title 32, Chapter 7, Chapter 13, or Chapter 17, may be required to excuse the absences.

### **When Absent from School**

State law mandates that the school record reasons for all student absences. Therefore, 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.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-346](#)

[15-802](#)

[15-806](#)

[15-807](#)

[15-843](#)

[15-873](#)

[15-902](#)

[32-801](#) *et seq.*

32-1401 *et seq.*

32-1800 *et seq.*

CROSS REF.:

[JE](#) - Student Attendance

# **JH-RB**

## **REGULATION**

### **STUDENT ABSENCES AND EXCUSES**

#### **(High School Absence Notification)**

Regular, consistent attendance is directly related to successful academic achievements by students. Student participation and presence during class discussions, lectures, explanations, group projects, and viewing or listening to audiovisual materials is essential. It is impossible to gain the full significance of any class sessions through makeup work. Therefore, school attendance is of utmost importance and primarily the responsibility of the students and parents.

#### **Excused Absences**

Absences will not count against a student when they result from one of the following excused absences:

- Illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.
- The student's participation in a school-related activity.
- The student being suspended for misconduct.

#### **Notification**

Whenever a student is absent from school, the parent/guardian must notify the attendance office in writing. The parent must indicate the date, times and reason for the absence. The note must be received within five (5) school days of return to school. The note will be placed in the student's attendance folder and reviewed if an appeal for credit is necessary.

Parents will be notified when a student has been absent four (4) and seven (7) days during the semester.

#### **Loss of Credit**

A student who is absent ten (10) times from a class during a semester shall not receive credit for that class.

If a student has accumulated ten (10) absences in each of three (3) classes and has reached the age of sixteen (16) or has completed the tenth (10th) grade, the student will be dropped from school.

#### **Appeal Process for Credit**

Loss of credit may be appealed by a parent. If there are extenuating circumstances beyond the control of the student, an appeal committee composed of one (1) administrator (dean of students, assistant principal, principal) and two (2) teachers will hear the appeal. If the committee has verified that extenuating circumstances are involved, they may recommend to the principal that the policy be waived for a student. The recommendation will also contain an explanation of the unusual circumstances involved.

If the parents are dissatisfied with the committee's decision, they may appeal in writing to the Superintendent within three (3) school days. The Superintendent will schedule a hearing as soon as practical.

If the parents are dissatisfied with the Superintendent's decision, they may appeal to the Governing Board within three (3) school days. Their appeal shall be in writing and shall describe in detail all objections to the Superintendent's and the committee's decision. The Governing Board shall consider this appeal within twenty-five (25) days of receipt of the appeal.

A student who is appealing the attendance decision shall remain in the class and audit the class. If the student has an absence during the appeal process, the appeal shall be dropped and the student will lose credit for the course or courses.

If a student has lost credit for a class, the student may continue to audit the class, provided the student is not a discipline problem.

If a student has been removed from a class with a loss of credit and has either chosen not to audit the course or has had the audit privilege removed, the student will be placed in a study hall for the remainder of the semester. The student will be expected to follow the rules of the study hall or face suspension for the remainder of the semester.