

Attendance Policy

(returning students please see the *****symbol below for changes to the Attendance Policy)

Daily Attendance and Tardiness

Parents are responsible for the timely attendance of their children to both academic and arts classes. Daily and punctual attendance to all classes, school functions, and performances is essential for success at ASA. The ASA curriculum requires active participation and often involves group work. For this reason, it is difficult for students to make up work missed due to absence or tardiness. Since regular and timely attendance is so vital to student success, the following attendance policies have been implemented:

General Attendance Policies:

1. **Three (3) tardies or early withdrawals equal one (1) absence** in any class for which they occur and will count toward the absence total.
2. A student who misses more than half of a class period due to tardiness or early withdrawal is considered absent from that class.
3. Only exceptional traffic circumstances (i.e. freeway closure) will be excused at the administration's discretion.

Make-up Work:

1. Students are responsible for contacting their teachers for make-up work **immediately** following an absence.
2. Students have the same number of days to complete make-up work as days absent.
3. Participation in class is a **required** element of the curriculum that **cannot** be made-up.
4. Quarterly assessments **may be affected** by excessive absences even if all written make-up work is completed.

School Attendance Policy:

1. **Seven (7) unexcused absences per semester will result in the following:**
 - A. **A full grade drop** for the semester in any class in which the absences occur.
 - B. **No Credit Earned (NCE)** in any class in which make-up work is not completed successfully.
2. **Fourteen (14) absences in a single class** will result in **No Credit Earned (NCE)** in that class.
3. *******All unexcused absences must be cleared by the end of each quarter in which they were accumulated.**
4. If an ASA **pre-approved summer school plan is completed**, credit may be given for up to 2 classes.
5. Final decision about consequences resulting from excessive absence rests with the school administration.

Exceptions

***** Chronic health problems

As stated in the Arizona Education Code, pupils with chronic health problems are defined as pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease or accident but who are not homebound. The chronic health problem must be **certified by a health care provider and a note submitted to the office for student's file.**

Extended/Severe Illness

An extended/severe illness is one that results in a student missing more than **three (3) days** of school or when illness symptoms include; fever, vomiting and/or flu-like symptoms. To maintain a healthy school environment, students should return to school when symptom free. **All cases of chronic health problems or extended/severe illness will be reviewed on an individual basis.** Extended illness situations may require a **letter from a health care provider.**

Miscellaneous

Family emergencies, religious holidays and visits to a qualified Health Care Provider (documentation required) will not be counted toward the total number of absences for a semester.

Non Participation Days in Arts

Students who do not participate in arts class activities (i.e. No instrument, non dress for ballet, etc.) will receive a non-participation day. Two non-participation days will equal 1 regular school absence for that class.

Extracurricular Activities:

1. **Five (5) days per school year** may be approved for extracurricular events in which a student actively participates such as performances, competitions, and leadership opportunities.
2. Students must complete an extracurricular activity approval form available in the office prior to the event. Each request will be reviewed on an individual basis.
3. Students must submit the required documentation after the event to get it excused.
4. These 5 excused days are for the school day only and do not excuse students from evening obligations.

College Visits for 11/12th grade students:

1. Two days per school year may be approved for college visits.
2. Students must complete a college visit approval form available in the office.
3. Documentation from the school(s) visited must be provided upon return to campus. Each request will be reviewed on an individual basis.

*******If your child receives 3 or more absences (including absences from tardies) during the quarter, you will receive a letter with the absence information. You will have until the end of that quarter to provide documentation or information to change unexcused absences to excused absences.**