



Attendance

- Arizona State Law requires scholars to attend class every day, for the full day. We understand that parents may need to keep scholars' home when ill or remove scholars early for medical appointments.

If your scholar is going to miss school:

- Call our attendance line at **(602) 343-3040** wait for the announcement to end and **press 1**
- During the non-school hours, voice messaging is available.
- Specifically identify the:
 - Scholar's Name,
 - Grade,
 - Home Room/Advisory Teacher and
 - Reason for the absence.
- Calls need to be received prior to 9:00 AM.
- Our automated phone system will place calls to parents for every unverified absent scholar each day at 9:15 AM.
- Whenever possible, please provide the school with a doctor's note, court document or other legal documents in addition to calling in the absence. Documentation is kept on file.

Absences – Excused/Unexcused

Only absences relating to illness, doctor appointment, bereavement and family emergencies are counted as excused and only when the Paideia Registrar is notified in advance or at the time of the absence by the parent or other person who has custody of the student [A.R.S. § 15-807\(B\)](#).

Attendance Infractions

Arizona State Law requires scholars to attend classes a minimum of 90% of the school year. This means that scholars have no more than 18 attendance infractions including tardies, absences and early pick-ups. Understandably, there are circumstances (illnesses, etc.) when a scholar cannot make it to school; however, scholars should attend class every day if they are able.

ATTENDANCE INFRACTION ALERT

Removing your scholar early from class – even 5 minutes – results in an **attendance infraction**.

Bringing your scholar late to school – even 5 minutes – results in an **attendance infraction**.

Missing school for a day results in an **attendance infraction**.

All of these minutes adds up to the following consequence.

When a scholar reaches 10% **attendance infractions**:

- 1) The scholar is placed on the retention list for the coming year
- 2) The parent receives a truancy citation

Please respect the education of your scholar and the instruction of our educators by having your scholar **arrive on time and stay the full time every day**.

ALERTA DE INFRACCIÓN DE ASISTENCIA

Sacar a su hijo antes de la clase, incluso 5 minutos, resulta en una **infracción de asistencia**.

Traer a su hijo tarde a la escuela, incluso 5 minutos, resulta en una **infracción de asistencia**.

Faltar a la escuela por un día resulta en una **infracción de asistencia**.

Todos estos minutos se suman a la siguiente consecuencia.

Cuando un estudiante alcanza el 10% de **infracciones de asistencia**:

- 1) El estudiante se coloca en la lista de retención para el próximo año.
- 2) El padre recibe una citación por las ausencias del escolar

Respete la educación de su estudiante y la instrucciones de nuestros educadores por hacer que su estudiante **llegue a tiempo y se quede a tiempo completo todos los días**.

Truancy

Arizona State Revised Statutes (A.R.S. 15-803) states that it is unlawful for any scholar between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The scholar will be considered truant when there is not a legitimate reason for not attending school. **If a parent fails to ensure that the scholar attends school, the law states that they are guilty of a class 3 misdemeanor.** When the parent does not provide a valid excuse for the scholar's absence, the school attendance office may cite the scholar, parent, or custodian directly into court for violation of the state truancy law.

Truancy Citation / Grade-Level Retention

- The Paideia Corporate Board has adopted the following consequences for excessive attendance infractions (*excused or unexcused*) to include absences, tardies and early pickup. Truancies do not separate tardies and early pickups from absences. Any tardy, early pickup or absence is counted as an attendance infraction. The following consequences will be administered by the school, and are tracked through the percentage of overall time missed in school throughout the year.
 - 5% of school time missed: The parent/guardian will be notified by letter, phone call and/or email of the scholar's attendance and consequences of further infractions.
 - 10% of school time missed: Parent meeting with Principal or Dean of Students to establish a plan to avoid truancy citation and/or grade level retention.
 - 12% or more time missed: Referred to Executive Leadership Team for truancy citation and retaining the scholar to the current grade level due to excessive attendance infractions.
 - 10 days of consecutive **unexcused** absences will result in withdrawal from school.
- Arizona Revised Statute Section 15-842 *Penalties for excessive pupil absenteeism pursuant to section 15-803, include: failure in a subject, failure to pass a grade.*
- Students age 16+ may be expelled from Paideia Liberal Arts Academy due to excessive absences.

Extended Family Vacations:

We ask that vacations are scheduled during school breaks. However, if an extended family vacation is planned, please notify your scholar's teacher and the office two weeks in advance and work with them on how to handle any missed assignments. It is not the teacher's responsibility nor school expectation to provide work in advance for scholars who are out due to family vacations. *Family vacations are not excused absences and will count towards attendance infractions.*