



## **Absence/Tardy Information 2023-2024**

This information addresses a very serious issue regarding our absenteeism and tardiness policies. Please report to the school any time your child will be absent.

### **Procedures for Absences**

- It is the responsibility of the parent to email [attendance@villamontessori.com](mailto:attendance@villamontessori.com) or call the Villa Absentee Line **(602) 955-2210** and **select Option 1** to report your child's absence prior to or on the actual day of the absence.
- Please provide your child's name, the details as to the reason, the teacher's name, and the symptoms if the child is ill.
- If you later learn that your child has a contagious condition, please call the office to inform them of that.
- You must call in every day that your child is absent.
- If the absentee is not called in with a reason given, the absence will automatically be reported as an "unexcused" absence until further information is provided.

If you want to schedule a vacation that would interfere with your child attending school, you must request approval in writing from the head of school first.

### **Procedures for Late Arrivals (Tardies) and Early Pick-ups**

#### **Tardies:**

- A student is considered late if they are not present at the start of the school day.
- All late arrivals will be recorded. When a student comes late, the parent and student are to go to the Administration Office on their campus to be signed in.
- Our experience has shown that arriving late often is disruptive to the student's day as well as to the entire class.

#### **Early pick-ups:**

- Early pick-ups must also be recorded. When a child must leave the school day early, the parent must go to the Administration Office on their campus to sign them out early.
- Your child will be brought to you.

### **Charter Students (Grades K – 8)**

For our charter students (grades K – 8), Arizona State Law tightly regulates school attendance which, if not adhered to, can result in potentially significant consequences for both parents and the school. School attendance is ultimately the responsibility of the student and their family. Students should be absent from school only when absolutely necessary since so much of the classroom activity cannot be made up. Regular attendance is the key to much of the success a student may gain from their educational program.

- The Arizona Department of Education separates absences into two categories: **excused absence and unexcused absence**.
- An “**excused**” absence is defined as “an absence due to illness, doctor appointments, bereavement, family emergencies, out-of-school suspensions, school-approved vacations (written pre-approval must be obtained from the head of school), and religious purposes that meet the conditions specified in the policy adopted by the school’s Governing Board.”
- For the day to be counted as “**excused,**” the school **must be notified** prior to the absence or on the day of the absence. The school must document the date and the reason for the absence. These records must be maintained for four years.
- If an absence occurs relating to any other term or condition not specifically listed above, it shall be counted as “**unexcused.**”
- Any time the school is not notified of an absence, that absence will be considered **unexcused** as well.
- Your child is expected to be at school every day unless there is an “**excused**” reason not to be.

### Notable Consequences

We will closely monitor the number of “excused” and “unexcused” absences throughout the school year. A meeting with the head of school (or another designated administrator) and the teacher will be scheduled if necessary.

- A student is considered “habitually truant” when having five or more “unexcused” absences. (A.R.S. 15-803)
- A student that is absent for more than 18 days (whether the absences are “excused” or “unexcused”) is considered to have “**excessive absences.**” (A.R.S. 15-803)
- If a student is habitually truant or has excessive absences, the parent may be issued a citation for a violation of Arizona Revised Statute A.R.S. 15-803 by a truant officer and may be required to make a court appearance.
- Ten consecutive days of unexcused absences will be cause for automatic withdrawal retroactive to the last day attended. (A.R.S. 15-901(A)(2).
- Chronic absenteeism rates can have a negative impact on a student’s academic achievement and promotion and can also impact our School Accountability Rating, the A-F grade given to the school by the Department of Education.

Thank you in advance for your serious consideration of our school absenteeism and tardiness policies. It really helps to make doctor, dentist, and other appointments at times that do not interfere with school and to schedule vacations during school breaks.