

## **Attendance Policy/Procedure Summary**

### **Parent Notification, Excusing Absences and Attendance Probation**

- Mingus Union High School will notify parent/guardian before the end of the school day if their child has an unexcused absence.
- Parent/Guardian must excuse any absence by notifying Mingus Attendance Office no later than 9 am of the next school day. Notification may come in the form of a note, an email, or a reply to an automated phone call and must go through the MUHS Attendance Staff.
- Students that have accumulated ten (10) or more Excused or Unexcused Attendance Marks in any class will be placed on Attendance Probation for the balance of the semester. Formal written notification may be sent via US mail to the parent/guardian within 5 days of placement on Attendance Probation.
- Once placed on Attendance Probation, progress grades for the affected class(es) will be posted as "NC" (No Credit), as opposed to the actual earned grade.
- Once a student is placed on Attendance Probation, it is the responsibility of the student to complete all parts of the Appeal Process in order to restore academic credit.
- Should the student fail to appeal their Attendance Probation status, or have their appeal denied the "NC" will be replaced by an "F" on their final transcript.

### **Attendance Probation**

- Students that have accumulated ten (10) or more Excused or Unexcused attendance marks in any given class will be placed on Attendance Probation.
- Once a student is placed on Attendance Probation, it is the responsibility of the student to complete all parts of the Appeal Process in order to restore academic credit.
- Formal, written notification may be sent via US Mail to the parent or guardian within five (5) days of his/her placement on Attendance Probation.
- Once placed on Attendance Probation progress grades will be "NC" (No Credit) instead of the actual earned grade.
- If no appeal is made or the appeal is denied the "NC" will be replaced by an "F" on their permanent transcript.

### **Attendance Policy Appeal Process**

- Students who have exceeded ten (10) absences in a semester in one or more classes and have extenuating circumstances and have a passing grade in the class may appeal the Attendance Policy.
- Students who have a failing grade in the class or who do not have extenuating circumstances which would cause the absences to be waived will not be permitted to appeal for credit.
- All parts of the Attendance Policy Appeal Form must be completed and appropriate, supporting documentation included.
- The deadline for submitting appeals is 10 days before the last day of the semester.
- Late appeals will not be accepted.
- All appeals will be submitted to Site Council.
- Site Council will meet after the submission date and prior to the semester end.
- Notification will be made by mail regarding the approval or denial of appeal.

### **Attendance Policy Appeal Form**

- The Attendance Policy Appeal Form may be picked up at the Attendance Office.
- All parts of the form must be completed.
- The deadline for submitting the form is ten (10) days before the last day of the semester.
- The Attendance Policy Appeal Form is to be submitted to the Attendance Office.
- Late appeals will not be accepted.

### **Athletic and Extracurricular Activity Attendance Procedure**

- If a student is on attendance probation and if absences were not pre-approved, he/she is ineligible to participate in athletic and extracurricular activities. Examples of absences that would be pre-approved are surgery, bereavement, and religious activities.

### **Tardiness**

- Students who arrive with documentation of having been to an appointment will be marked excused tardy (ET) and permitted to go to class.
- Students who arrive without a parent or have no documentation of having been to an appointment will be marked unexcused tardy (UT), will be sent to ALC and released to attend the next class period.

### **10 Consecutive Days Absence Withdrawal**

- Any student absent for ten (10) consecutive days must be withdrawn from the MUHS's student enrollment per Arizona law. Examples of students who must be withdrawn are: long-term medical leave, maternity leave, extended vacation, early release at the end of the school year. A student who is absent and completing homework must still be withdrawn according to Arizona State law.

### **Chronic Health Conditions**

- The parent or guardian of a student who has been diagnosed with a chronic health condition can complete forms that will exempt their student from being placed on Attendance Probation. These forms are available in the Attendance Office.
- The counseling department and Special Education IEP teams will have the ability to request "Special Circumstances" status for individual students. Those requests will be directed to the site Principal or designated Assistant Principal. Upon administrative approval a student granted "Special Circumstances" will be exempt from academic probation.