



NORTH CANYON HIGH SCHOOL

1700 EAST UNION HILLS ROAD • PHOENIX, ARIZONA 85024 • (623) 780-4200

NCHS ATTENDANCE POLICY

For complete guidelines please see the Parent/Student Handbook

The State of Arizona requires that all students attend school 90% of the school year (ARS 15-803). PVUSD students attend school 180 days per year, which means that an NCHS student should have no more than 8-10 excused absences per semester. When a student reaches 9 absences in a semester, excused or unexcused, a doctor's note (or other official document) may be required to excuse any further absences.

Excusing Absences: The attendance office receives calls from 7:00 AM to 3:00 PM. Calls are taken by voice mail from 3:00 PM to 7:00 AM. Notes are NOT accepted at the high school level. Students will have one day for each day missed to complete missed assignments.

Unexcused Absences: Any absence that is not excused by an appropriate adult by 8:00 AM the morning following the absence will be considered truant and subject to consequences. The NCHS attendance department will allow only one change per semester to be made in the event of a late call that is within 1 week of the absence.

Attendance Contract: Students with five (5) truantries, 10 or more excused absences, or are in violation of the tardiness policy (see below) during any class period will be placed on attendance contract. Stipulations of the contract consist of any further absences needing to be excused by the parent/guardian. The parent/guardian must excuse the absence. Parents and students may also be requested to attend an attendance information night. Contracts are only for the semester. Students who were on contract the previous semester of the current academic year will have their contract reinstated if they receive one truancy, tardy or SWEEP.

Truancy: Students truant five (5) or more times will be placed on an attendance contract. A student who is truant in a single class may not be able to make up work, quizzes, and tests for credit. All students, however, are encouraged to complete missed assignments for an understanding of the concepts.

Subsequent Truancy Violations: Students on contract with subsequent truantries will be subject to consequences as deemed appropriate by administration. These consequences include but are not limited to after school detention, in-school suspension, and off-campus suspension. Students under 16 will receive a citation through the Court Unified Truancy Suppression (C.U.T.S) program sponsored by the Maricopa County Juvenile Court. Students who are 16 and over and have completed the 10th grade may face long-term suspension (see *PVUSD Parent / Student Handbook*, page 2). Parents and students may also be requested to attend an attendance information night.

Leaving Campus Without Permission: Parents need to contact the attendance office to excuse any student who needs leave campus. *Any student leaving campus without parent verified permission to leave will be counted as truant.* There will be no exceptions. Consequences include after school detention and in-school suspension. Students with permission to leave must check out with the attendance office.

Tardiness: Students late to class must go to SWEEP located in Room 150. Any student who enters SWEEP after 10 minutes of the class will be counted TRUANT. **Parents may excuse tardiness for first hour. However, students arriving to school late will be sent to SWEEP unless the student is late due to medical or legal reasons.** Students may not partake in any schoolwork or leisure activities while in SWEEP. Students on contract will be sent to class with a pass and automatically receive an after school detention for being in SWEEP. *It is the teacher's discretion whether their student will remain in SWEEP for the period as a consequence for tardiness. However, the teacher will mark the student as tardy and may request an after school detention or further consequences from the Dean of Students.*

Consequences for SWEEP/Tardiness*

3rd Sweep/Tardy – After School Detention, Tuesday or Thursday only / Attendance Contract

4th Sweep/Tardy – In-School Suspension

5th Sweep/Tardy – Off-Campus Suspension / Parent Conference

* Any student in Sweep during 6th period, the period immediately following lunch, will automatically receive an after school detention.