

Rhodes Attendance

Attendance Clerk: Kimberly Lopez

Telephone: (480) 472-2323

ABSENCES

Attendance is vital to academic success. If a student is absent for a valid reason, a parent or guardian must contact the attendance office, or the student can bring a signed note that states the date(s) of absence, reason for absence, parent/guardian signature, and parent/guardian phone number. **For a student to be excused from school for medical or dental appointments, a note from a doctor is required.** Furthermore, students are expected to make up any missed work due to an absence.

In addition, both excused and unexcused absences can lead to school disciplinary action and/or legal action.

Excused absences due to documented medical issues, funerals, cultural ceremonies, and court appearances may not count toward truancy citations. In accordance with Arizona State Law, a student and/or parent/guardian may receive a legal citation if the student has the following number of absences:

- **5 UNEXCUSED ABSENCES**
- **18 EXCUSED/UNEXCUSED**

LATE ARRIVALS

Students are considered tardy if they are not in their scheduled classroom when the tardy bell rings. Repeated tardiness will result in disciplinary consequences. Anyone coming to school after 9:05 a.m. must check in at the office before going to class. **Please note: If a student arrives 10 minutes late to a class, he or she will be marked absent for that class period.**

State Statue ARS 15-803 defines "Truant" as an unexcused absence for at least one class period during the day. For truancy purposes one missed class period equals one day of absence.

Students arriving late may be excused by:

1. Parent/guardian calling prior to student's arrival.
2. The student bringing a signed note from the parent/guardian.
3. Parent/guardian coming into the office to sign-in the student.

SIGNING OUT YOUR STUDENT

- ❖ Parents are asked to send a note or call ahead if it is *necessary* for a student to leave during the school day. A parent or guardian must come into the office, **show I.D** and sign the student out. No student can be checked out by an individual without prior authorization by the parent or guardian. **We will not release the student without a parent/guardian phone call for the protection of your student.**
- ❖ A student who was signed out may return to school; however, the student must check in through the office before returning to class.
- ❖ If it is ever necessary to sign out a student during lunch hours, parents/guardians should please call ahead of time if possible, so the student can be located in a timely manner.

BALLOON BOUQUETS AND FLOWERS

Birthday, congratulatory, and other bouquets are not to be carried by students during the school day. Additionally, these items will not be delivered to students during the school day. Parents/guardians are requested to refrain from bringing or sending these items to school. Bouquets will be kept in the office for student pick up at 3:50 p.m. If a parent or guardian needs to drop off a **necessary** item to be delivered to a student, please make sure the student's item is labeled with their name. The student will be sent a call slip to come to the office and pick it up.