

METROPOLITAN ARTS INSTITUTE

Attendance and Tardy Policy

It is the parent or legal guardian's responsibility to report and excuse absences on the day they occur or before. Absences that are not excused within 24 hours of the absence will remain unexcused.

Students have one school day per excused absence to make up work. Students will have the opportunity to make up participation points for excused absences only. Absences that are not excused within 24 hours of the absences will remain as unexcused and students will not be able to make up work.

Call 602-258-9500 extension 10 to report and excuse your student's absence.

Please be aware that the law defines "truant" as an unexcused absence for at least one class period during the day. Therefore, parent communication regarding absences is very important.

Students must attend office hours in response to the absence to gain instruction, turn in assignments and collect any homework or materials.

If a **final exam** is missed the student will automatically receive a grade of 0% for the exam resulting in a 10% drop in the semester grade. If a final exam absence is medically excused the student will receive an incomplete and will have the number of days absent to take the exam before receiving a failing grade of 0% on the exam. Missing a final exam will only be excused with medical documentation. Metro Arts will not provide prior approved absences for final exams without medical documentation. Students should not plan family, or other trips that encroach on exam days.

Attendance - Arizona Law

The state of Arizona requires that all students attend school 90 percent of the school year. Metro Arts' students attend school 180 days per year, which means that a student has nine sick days a semester. **When a student reaches nine absences a semester, a referral will be made to Student Services and Academics for intervention. Students who have more than 6 absences per semester may lose their privileges to participate in extracurricular activities.**

A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have "excessive absences"

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whether the absence is excused or unexcused. **An absence is defined as a minimum of one missed class period per day.**

When a student has 5 or more unexcused absences, the student can be cited to a Court Unified Truancy Suppression Program (C.U.T.S.) and cited \$50 assessment fee. Consequences through the Maricopa County Juvenile Court can include **suspension of student's driver's license** or inability to get a driver's license until a student's eighteenth birthday and/or formal court proceedings.

Students absent for ten consecutive school day without parent communication or medical documentation will be considered unexcused and the student shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2).

If there are 10 or more consecutive absences due to illness, the school shall require the student to furnish a doctor's note verifying the student's illness, which shall remain in the student's file for four years.

Students with chronic health conditions or serious medical injury that affects attendance can avoid losing credit with an independent educational agreement and plan. Credit will be given for completed course work per semester within established plan expectations created by the administration. All chronic health conditions and major illnesses must be medically verified and documented by a certified medical physician

Tardy Policy

- Students who are 1-30 minutes late to any class are marked as tardy.
- Students who are tardy to the first period of the day will be required to attend 30 minutes of Office Hours with that instructor.
- **Students who are 31 minutes or later will be marked with an unexcused absence and will remain in the Administration office until the next class period begins. A parent must call in to excuse this absence within 24 hours.** The student must attend office hours in response to the absence to gain instruction, turn in assignments and collect any homework or materials.