

Centennial High School  
**Attendance and Tardy Procedures**

Centennial is committed to helping students achieve at the highest levels; therefore, attendance is of the utmost importance to our students' success. We strive to work with students and families to maintain an uninterrupted learning environment for all students and to teach the lifelong skill of promptness.

**TARDY (LATE) ARRIVALS**

A student is tardy when he/she is not inside the classroom when the final bell rings. All students who are tardy to class must visit the Attendance Office to obtain a pass authorizing them to return to class. Parents may excuse up to five 1st Period tardies per semester, by calling the Attendance Office at 623-412-4405. All subsequent tardies will be considered unexcused and follow the progressive consequences below:

<b>1<sup>st</sup> Period Tardies Per Semester</b>	<b>Consequences</b>
6th or 7th Tardy	Lunch Detention
8 <sup>th</sup> , 9 <sup>th</sup> , and 10 <sup>th</sup> Tardy	Wednesday After-school Detention (ASD)*
11 <sup>th</sup> + Tardy	Wednesday After-school Detention (ASD)* or Suspension. Parent Meeting with Administration.

\*After-school Detention (ASD) is scheduled for most Wednesdays, from 12:30-2:30PM.

**ABSENCES**

Parents must verify student absences within 24 hours. Parents may verify absences by calling the Attendance Office at 623-412-4405. Parents can also verify full-day absences in ParentVUE, online.

**LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES**

Arizona Revised Statute 15-803 states that to receive credit for a class, a student must attend 90% of the class. A student who accumulates five (5) or more absences in a 9-week class or ten (10) or more absences in a semester class may automatically lose credit, regardless of the student's current grade in the class. Students who lose credit are required to continue attending class and completing all required assignments and assessments. Teachers will continue to grade coursework and assign a final grade pending an appeal.

**LOSS OF CREDIT APPEAL PROCESS**

Students may request to appeal loss of credit one time in their high school career. They must visit the Assistant Principal in charge of attendance to schedule a time with the Appeal Committee to request reinstatement of credit. During the appeal, students must share their reasons for absences and their commitment to improved attendance and passing grades. Administration or the Appeals Committee may reinstate credit when the student provides documentation supporting their absences. Examples include but are not limited to:

- Medical documentation with date(s) of visit(s)
- Court appearance paperwork
- Funeral/memorial services

**ATTENDANCE OPEN ENROLLMENT**

Each semester, Administration reviews the attendance, grades, and behavior of all students attending Centennial on Open Enrollment.