

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT REPORTING AN ABSENCE

The regular school attendance of a child of school age is required by state law. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons including illness, bereavement, other family emergencies, out-of-school suspensions. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year. FHUSD excuses doctor's appointments that cannot reasonably be schedule during non-school time. Observances of major religious holidays of the family's faith are also excused provided at least written consent from the person who has legal custody of the student is given to the office.

It is the parent/guardian's responsibility to notify the office when your child is absent and give the reason for your child's absence or the absence will remain unexcused.

Attendance lines are: McDowell Mountain Elementary 480-664-5200
Fountain Hills Middle School 480-664-5400
Fountain Hills High School 480-664-5500

Reasons why the school needs to be contacted as early as possible:

1. The home and school need to know quickly if any child left home but did not arrive at school.
2. School district officials are required to know the reason for absences for the State Department of Education attendance accounting procedures.
3. All absences are initially entered as unexcused (ABT) by the classroom teacher. If the attendance clerk receives a note or phone call providing an acceptable reason for the absence, it is then changed to excused (EXC).

Regarding Absences:

A message may be left on the office attendance line voice mail at any time. Please include your child's name, your name, teacher name (grades PK-5), and specific reason for the absence. If you notify the school by phone, a note is not required upon the child's return.

1. **Any day that your child will not be in attendance the school office should be notified before:**

9:15 A.M - McDowell Mountain Elementary

9:00 A.M. - Fountain Hills Middle School

8:00 A.M. - Fountain Hills High School

This should be done for each day your child will not be in attendance.

2. **Notify the offices before the start of the school day if your student will be tardy for the start of the day.**

Students reporting more than 15 minutes after the start of a period will be marked absent.

Regarding the scheduling of vacations, medical and dental appointments, school personnel will solicit cooperation from parents in the matter of school attendance and punctuality:

1. The scheduling of family vacations during school vacation and recess periods.
2. The scheduling of medical and dental appointments after school hours except in cases of emergency.
3. School administrators have the authority to deem family vacations as unexcused absences if the student already has excessive absences or is making unsatisfactory academic progress.

TRUANCY

Fountain Hills Unified School District takes truancy and tardies seriously. We closely monitor those students who have chronic unexcused and excused absences and tardies.

A student is tardy if they arrive after the first period bell rings. When students are tardy, they must report to the office for a late pass. Students reporting more than 15 minutes after the start of a period will be marked absent. We want the best outcome for all students and are willing to work with parent's/guardian's to correct issues of truancy. If other problems are contributing to unexcused absences and/or tardies that we may be able to help with, we welcome the opportunity to work with parents/guardians.

Arizona law requires that a parent or legal guardian must ensure that their minor child between the age of six and sixteen is in school for the full time school is in session, unless otherwise legally excused pursuant to A.R.S. 15-802 or 15-803.