



TEMPE PREPARATORY ACADEMY

TEMPE PREPARATORY ACADEMIES

1251 East Southern Avenue
Tempe, AZ 85282

(P) 480.839.3402 • (F) 480.755.0546

www.tempeprep.org



TEMPE PREPARATORY JUNIOR ACADEMY

STUDENT ATTENDANCE

The parent or guardian is charged with responsibility for a student's consistent school attendance. The school laws regarding attendance must be enforced, but always with due consideration for the variables that affect children and families. The major concern of the Board of Directors is the prevention and correction of the causes of absenteeism. *See, Arizona Revised Statute Section 15-802 et. Seq.*

The right and privilege of attending a charter public school carries with it certain responsibilities on the part of parents and students. Attendance is ultimately the responsibility of the student and the student's family. It is important that parents recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary. Much of the activities taking place in the school's classrooms cannot be replicated; class discussion and participation is lost forever to those who are absent.

DEFINITIONS:

- **Tardy:** A student is tardy when the student reports to class within 10 minutes of the start of the period.
- **Absence:** A student who does not attend class or arrives in class more than ten minutes late is considered absent. Absences may be considered excessive when the number of absent days exceeds the 11th day of the number of required attendance days as prescribed in. *See, Arizona Revised Statute Section 15-802, subsection B paragraph 1 and Arizona Revised Statute Section 15-809.*
- **Excused Absence:** An absence is excused if a parent or guardian notifies the school within 48 hours of the absence. The reason for the absence must be given. Some examples of excused absences are:
 - Personal illness
 - Doctor or dentist appointment that cannot be made before or after school
 - Serious family illness
 - Death in family or of a close friend
 - Important family business
 - Religious holiday

Unexcused Absence: Any absence that is not excused by a parent or guardian within 48 hours of the absence. A child under the age of 16 who is habitually absent from at least one class period during the day is deemed "truant" and one who has excessive absences may be adjudicated an "incorrigible child" under State law. The school attendance officer may issue a citation, to appear in a court of competent jurisdiction, to an adult or child who is alleged to be in violation of these laws. *See, Arizona Revised Statute Section 15-805.*



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School Related Absence: If a student misses class due to a pre-approved school-related activity, it will not count as an absence.

Suspension: The days of suspension do not count as absences for attendance policy.

TEMPE PREPARATORY ACADEMIES PROCEDURES

Tempe Preparatory Academy and Tempe Preparatory Junior Academy will follow the same Attendance Policy.

Parents and Guardians will be notified of accumulated absences by the school.

For an absence to be excused, parents or guardians must call the attendance office within 48 hours of the absence.

Unexcused absences will be distinguished from excused absences in the student's attendance record.

Tardies will be considered a discipline problem and handled accordingly.

Unless there are extenuating circumstances, the eleventh (11th) total absence in a semester for a class may result in loss of credit for the class.

MAKE-UP ASSIGNMENTS

Whenever possible, if a student absence is anticipated we recommend that the student notify his or her teachers and request the assignments prior to the absence. It is the responsibility of the student to make up all missed assignments after an absence from school. If a student is unable to attend school and seeks assignments, the student should contact classmates for that information, not the school office. Once again, it is the responsibility of a student to make up missed homework after any absence, planned or due to illness, in a timely manner. Each teacher will have an established make-up policy, including appropriate deadlines, for missed work. At the discretion of the headmaster, students may not be allowed to make up missed work due to an unexcused absence or suspension.



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CHRONIC HEALTH CONDITIONS

Students identified by a licensed physician or podiatrist as having a chronic health condition that will affect regular school attendance shall have homework made available in a timely manner to ensure that such students have the opportunity to successfully keep up with assignments and avoid losing credit because of their absence from school. (*Forms that are to be completed by student, the student's physician and the student's parent/guardian follow this section.*) The assigned teacher shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, a student with chronic health conditions shall be provided flexibility in physical education activity requirements so that the student may participate in the regular physical education program to the extent the student's health permits. Staff members responsible for physical education activities and programs shall develop and implement such guidelines. The school may contact the student's physician's office to verify the nature of the chronic health condition. *See, Arizona Revised Statute Section 15-346.*

Additional Regulations

When a student is identified as possibly requiring services as a student with a chronic health condition (through registration, screening procedures, attendance data, or parent referral) a **Medical Certification Form** with a letter of explanation shall be sent to the parents, to be returned within thirty (30) days. School staff shall meet with the parent within fifteen (15) days following return of the **Medical Certification Form**.

After the teacher and the parent have discussed the student's needs, an instructional agreement will be recommended by the parent and the teacher specifying the delivery and return of homework assignments and anticipated contact time with the teacher to assist the student in completing required course work during absences. This assignment, together with the teacher's recommendation for appropriate instructional services, will be forwarded to the administration for review and modification, if necessary prior to signature by the parent, teacher and Headmaster or designee.

Upon referral of a student for medical certification, the school, if applicable, shall be consulted to include any medical data in the school's records (i.e., the annual report that identifies types of chronic illnesses monitored). The school may provide information to assist teachers in dealing with chronic health conditions.

Homework assignments will be provided during absences due to chronic health conditions, and credit will be given for course work completed within established time lines. A student with a chronic health condition will be given credit for completed course work if frequent absenteeism is due to the chronic health condition as certified by a licensed physician.



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The Registrar or designee who schedules students with chronic health conditions will take into consideration the anticipated days of absence (noted on medical certification form) and the feasibility of completing courses requiring laboratory work or vocational workshops.

On a yearly basis, the school shall review instructional needs of any student with a chronic health condition. An updated medical certification shall be obtained for each school year to verify the need for continuing instructional modifications and ADM adjustments, if applicable. However, the student may be re-certified at any time to reevaluate appropriate services needed.



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MEDICAL CERTIFICATION STUDENTS WITH CHRONIC HEALTH CONDITIONS

This agreement is for the _____ school year. Grade: _____ School: TPA TPJA

Student Name: _____ Date of Birth: ____/____/____
Last First Initial

Parent(s) / Guardian(s): _____ Phone: (____) _____ - _____

Address: _____
City Zip

Parent/Guardian Signature _____ Date _____

Physician's Statement Please print

Students with "chronic health problems" means students who are unable to attend regular classes for intermittent periods of time because of illness, disease or accident, but are not classified as "homebound." A separate paper will be accepted for diagnosis, prognosis, imitation and physician's signature. Please attach.

Medical Diagnosis.

Medical Prognosis.

Physical limitations affecting physical education activities and requirements.

Anticipated absences due solely to illness, disease or accident – include anticipated surgeries, treatments, and hospitalizations which may interfere with school attendance during the school year.

Other relevant information.

Type or Print Physician's Name and Title

Physician's Address

Physician's Signature

Date

Physician's Phone Number

TPA/TPJA Office Use Only

The above named student's case has been reviewed:

I hereby authorize this placement.

I hereby do not authorize this placement.

Headmaster's Signature

Date

School: TPA TPJA



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INSTRUCTIONAL AGREEMENT FOR STUDENTS WITH CHRONIC HEALTH CONDITIONS (To be completed by parent in conjunction with teacher)

This agreement is for the _____ school year. Grade: _____ School: TPA TPJA

Student Name: _____ Course: _____
Last First Initial

Parent(s) / Guardian(s): _____ Phone: (_____) _____ - _____

Address: _____
City Zip

Teacher to provide homework to above named student and be in contact with the parent/guardian during absences for the school year as follows:

Teacher Signature Date

Parent(s) / Guardian(s) agree to pick up homework and return completed homework to the school for absences during the school year as follows:

Parent/Guardian Signature Date

TPA Office Use Only

The above named student should be registered as having a chronic health condition.

Headmaster's Signature Date