

Illness Procedures

- Call to the school nurse to inform her of the child's illness (602-266-4556) to be made before 8:15 am. A message may be left on the Telephone Voice Mail System.
- Students shall be in class at least two hours to be considered in attendance for one-half day or at least four hours (PK-8) for a full day.
- Upon return from an absence, a written excuse must be brought to the school nurse the day the student returns. **A written note is state mandated.**
- A visit to the doctor or dentist constitutes an "**excused**" absence or tardy. If possible, the child's teacher should be informed the day before the appointment. To be dismissed from school for an appointment, a student must present a written excuse to the teacher. Parents must sign out the child at the office. When a child is absent more than a week from school because of an illness, she or he will need to provide a note from a doctor for the absence to be excused.
- Families leaving for an extended period must notify the office in writing in advance of the dates of an absence.
- A student returning after an absence will have the same number of days he/she missed to hand in the missed assignments. Long term projects are due on the assigned date. It is the responsibility of the student to obtain the assignments from the teacher.
- A student who misses a test must make arrangements for make-up the day of his/her return. The student may be required to take the test the day of his/her return.
- Parents who are leaving and placing their children in the care of another adult must inform the office in writing of this temporary assignment of guardianship. For example, a business trip or vacation days away from their children.
- In compliance with Arizona law, a child is considered habitually truant after 5 absences within the same school year, and excessively absent if they miss more than 10 percent of total class time. (ARS 15-901)