

Toltec School District #22
3315 North Toltec Road, Eloy, AZ 85131
District Website: www.toltecsd.org
PowerSchool Website: tesd.powerschool.com

Arizona City Elementary School
Office (520) 466-2453
Attendance (520) 466-2450
Fax (520) 466-2499

Toltec Elementary School
Office (520) 466-2350
Attendance (520) 466-2351
Fax (520) 466-2399

Toltec School District Truancy Policy

Dear Parents,

Arizona law requires all children between the ages of six and sixteen to be educated in the subjects of reading, grammar, mathematics, social studies and science. It is, according to Arizona Revised Statutes, the responsibility of parents to see that their children are in school the full time school is in session, unless the child is physically or mentally unable to attend.

In cooperation with the Attorney General's Office and the Eloy Justice Court, Toltec School will be participating in the Truancy Mediation Program. In an effort to ensure the policy is fairly enforced, the following guidelines have been established. Please read this letter carefully, sign the attached form, and return it to school. You may keep this letter for your records.

When your child is absent, you must notify the attendance office within 48 hours, either by calling the attendance numbers above or by sending a note when your child returns to school. If your child is absent due to a doctor/dental appointment, a doctor note will be needed to excuse the absence. If a child is absent and the office is unable to make contact with the parents, each day absent, it will be considered unexcused. Being out of town or due to any extenuating circumstance must be approved by the principals. Please consult the school calendar before making plans to be out of town.

Absences threshold:

- **After 3 unexcused** absences, a warning letter may be sent.
- **After 5 excused/unexcused** absences, a warning letter will be sent.
- **After 6 unexcused** absences, a citation may be issued.
- **After 10 unexcused/excused** absences, a citation may be issued.
- **After 3 unexcused tardies or Early Sign outs**, a citation may be issued to the student and or parent to the Judicial Court
- **Ditching School, (Truant)** means an unexcused absence for at least **(1) class period** during the day. This includes from any class, study hall or activity during school day, a citation will be issued.
- **Tardiness:** (being late) before school or between classes are unacceptable. A student is considered tardy when he/she is not in the proper seat with required materials when the tardy bell rings at **7:45 am**. Teachers will log student tardies. Disciplinary action will be taken based on student's cumulative tardy reports.
- **Tardy Infractions:**
 1. **1st Offense: 3 tardy-Verbal Warning, phone call by attendance clerk, & Friday School**
 2. **2nd Offense: 4 tardy-Friday school, a parent conference is scheduled**
 3. **3rd Offense: 5 tardy-Will result in a parent conference with Admin, Truancy officer, and citation may issued**
 4. **4th Offense: If tardies continue disciplinary action and referral to the Judicial Courts for Mediation or citation will be issued to parent or child.**

Your child absences will be recorded as follows:

Arizona City Elementary & Toltec Elementary School=If your child is absent more than 6 hours, it will be considered a full day's absence. If you child is absent more than 4 hours, but less than 6 hours to be considered a ½ day's absence

This policy is subject to change. There are changes that may take place for the upcoming school year. If this occurs, this policy will be updated and a new signature page will be required.

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(Please sign and return this form to the School)

I/We have read the attached policy and understand Toltec School's participation in the Truancy Mediation Program.

Parent/Guardian's signature

Child's Name

Date