



Hackberry Elementary School District's goal is to ensure the attendance of students and to promote a school culture of academic achievement. We believe that daily participation in school is very important to student achievement. **Research repeatedly shows that regular attendance is directly related to successful academic achievement.**

Student Absences:

Parents/Guardians should call (928) 692 – 0013 or email the front office avanvoris@hesd.net ***within 24*** hours of a child's absence to report or verify their absence and provide the following information:

1. Parent/Guardian Name and Phone Number
2. Student Name
3. Teacher Name
4. Reason for Absence (i.e. illness, doctor appointments, bereavement, family emergencies etc.)

Any unverified absence is an unexcused absence. Reporting an absence does not automatically excuse the absence. Parents may be asked to verify absences in writing. The following reasons are defined by the Arizona Department of Education as excused absences:

1. Verified legal appointment (such as court)
2. Religious holiday
3. Funeral/death in the family
4. Verified illness or hospitalization
5. Communicable diseases (Flu, Measles, etc).

Please arrange doctor's and dentist appointments after school as often as possible. Plan family events and vacations during breaks and when school is not in session. If a student accrues 10 consecutive days of unexcused absences, the state of Arizona requires the school to withdraw the student.

HESD policy, after three or more absences, Cedar Hills will send an attendance letter notifying Parents/Guardians of missed days. The intent of these letters is to inform Parents/Guardians of their child's absences and that their grades may be affected due to absence. These letters are sent every month regarding students who have reached the following thresholds: 3, 5, 8, and 10 absences.



Why Attendance Matters:

Each minute of the school day provides opportunities for learning, and it's noticeable when students miss time. When a child doesn't show up for school regularly, they miss out on:

1. vital instruction (fundamental reading and math skills) that can make it difficult for them to catch up when they return
2. building a habit of good attendance to carry them throughout their schooling and beyond
3. forming meaningful relationships with peers and staff that can help them feel better about school and themselves.

Start building good attendance habits early, so children learn that going to school on time every day is important. Eventually, good attendance will be a valuable skill that will help them succeed in middle and high schools, college, and beyond.

A student who misses **10%** of the school year (14 days, or an average of 2 days per month), regardless of the reason, is considered **chronically absent**. Studies consistently show that chronically absent students are less likely to read proficiently by 3rd grade. By middle school, absenteeism is a major predictor that a student may drop out of high school.

Student Tardiness:

HESD recognizes the importance of students assuming the responsibility of being on time for class. A student is considered tardy if they are not inside the classroom at 8:00AM. Students are welcome on campus starting at 7:00 AM.

Students who arrive late should be accompanied by a parent/guardian and signed in with the front office.

Students need a full instructional day, and the start of the school day is essential to setting your child up for success all day. If a child arrives an average of 20 minutes late each day, they are missing vital academic instruction in the following ways:

1. 100 minutes (nearly **2 hours**) of lost instruction each week.
2. 400 minutes (**6 hours**) of lost instruction each month.
3. 3200 minutes (**over 8 days**) of lost instruction each year.

It is essential that your child avoids excessive tardiness. School personnel are dedicated to working with you and your child to create a positive educational experience. Please contact us to let us know how we can assist with issues that contribute to your child's late arrival.

