



Phoenix Christian

PREPARATORY SCHOOL

As we prepare for the 2025-2026 school year, we would like to make you aware of some refinements we have made to the attendance/tardy policy that will be in effect for the 2025-2026 school year.

Some of the highlighted areas that we would like you as the parent/guardian to be aware of:

Disciplinary Action for Excessive 1st Hour Tardies

6 tardies	1 Unexcused Absences	Student Conference
9 tardies	4 Unexcused Absences	Lunch Detention
12 tardies	7 Unexcused Absences	Parent Conference/After School Detention
15 tardies	10 Unexcused Absences	Parent Conference/ Saturday School
18 tardies	13 Unexcused Absences	Administrative Hearing

Communication of Excessive Absences in all other classes (Except 1st Hour)

- 5th Absence Student Conference
- 7th Absence Parent/Student Conference to discuss the reason for absences and to create an Attendance Improvement Plan (AIP) which may include request for documentation and/or attending Saturday School (\$25.00 administrative fee will be applied).
- 9th Absence Parent/Student Conference with Principal and Dean of Students & Discipline to review the AIP and next potential steps.
- 10th Absence Administrative Hearing that may result in repeating the academic year (no credit for classes) and the matter may be reported to city or state agencies.

Communication of Excessive Tardies to class (SWEEP) [High School Only]

- SWEEP Violations 1 Student will be required to make a phone call to their parent and remain in the Dean's office for the remainder of the class period. This will be documented in Renweb and considered an **ABSENCE**.
- SWEEP Violations 2-3 Student must participate in Parent/Student phone conference with Dean of Students & Discipline. Additionally, the student will serve a Lunch Detention. This will be documented in Renweb and considered an **ABSENCE**.
- SWEEP Violation 4-5 Students must participate in Parent/Student in-person conference with Principal and Dean of Students & Discipline. Additionally, the student will serve an After School Detention, and an

Attendance Improvement Plan may be created. This will be documented in Renweb and considered an **ABSENCE**.

- SWEEP Violation 6 Students must participate in a Parent/Student in-person conference with Principal and Dean of Students & Discipline. Additionally, the student will serve an In-School-Suspension (ISS). This will be documented in Renweb and considered an **ABSENCE**.
- SWEEP Violation 7 Student must participate in an Administrative Hearing with Superintendent, Principal and Dean of Students & Discipline.

We would like to thank you for partnering with us to make the attendance policy a success. We want to keep pushing forward toward a very positive 25-26 school year. If you have any questions or concerns, please do not hesitate to contact me.