Paris Schools

Student Attendance Policies

**COMPULSORY ATTENDANCE REQUIREMENTS**

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parantis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.

2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.

3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten wavier form prescribed by regulation of the Division of Elementary of Secondary Education must be signed and on file with the District administrative office.

4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.

5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

6 The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201(b).

**Paris Elementary School**

  **ABSENCES**

         Education is more than the grades students receive in their courses. Important as that is, students’ regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enriches the learning environment and promotes a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the district’s policy governing students’ absences is as follows.

         Students shall not be absent, as defined in this policy more than nine days in a semester. When a student has four unexcused absences his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail within a return address sent no later than the following school days.

         Whenever a student exceeds nine unexcused absences in a semester the district shall notify the prosecuting authority and the parent, guardian or person in loco parentis shall be subject to a civil penalty as prescribed by law.

         Students with nine unexcused absences in a semester shall not receive credit for that subject. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences however, shall not be a reason for expulsion or dismissal of a student.

         It is the Arkansas General Assembly’s intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their subjects. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district’s administration for special arrangements to address the agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement’s requirements. The agreement shall be signed by the student, the student’s parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student’s excessive absences is due to an unforeseen circumstance, the District will not accept a doctor’s note for a student’s excessive absence.

         Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

It is necessary to call the Paris Elementary School office to report absences. If you need to call for homework, please refer to HOMEWORK in our student handbook. Documentation will need to be provided to the office immediately upon the student’s return to school.

ADDITIONAL ABSENCES

         Additional absences that are not charged against the allowable number of unexcused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

**EXCUSED ABSENCES**

1.                  The student’s illness or when attendance could jeopardize the health of other students

2.                  Death in their immediate family

3.                  Observance of recognized holidays observed by their faith

4.                  Attendance at a medical appointment

5.                  For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend an appointment with a government agency.

6.                  Participation in FFA, FHA 4-H or other school sanctioned activity.

7.                  To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting.

8.                  Due to the student having been sent home from school due to illness.

9.         Absences for students excluded from school by the AR. Dept. of Health during a disease breakout because the student has an immunization waiver or whose immunizations are not up to date.

ATTENDANCE COMMITTEE – ABSENCES REGARDING PROMOTION OR CREDIT

**Whenever a student has accumulated seven (7) absences in a semester either excused or unexcused a letter will be sent home to the parent requesting a conference with the principal to discuss the student’s promotion and/or credit of a grade or class. After the 9th absence in a semester, either excused or unexcused, the student may be denied credit for given class(es), promotion** **or graduation**.  The student and parent or guardian shall present documentation (notes from a doctor, court records, etc.) to explain why the excessive absences were necessary. It is the parents and student’s responsibility to attend an attendance conference. The principal will make the decision on the basis of the information that is presented. The decision of the principal may be appealed to the superintendent.

         **Parents, guardians and students will be allowed to petition the school or district administration for additional absences. The petition must be made before the student accumulates the maximum number of absences allowed. The school will allow exceptions as necessary to satisfy Individualized Education Program (IEP) or 504 plans.**

                                 A.C.A. 6-18-209

                                 A.C.A. 6-18-220

                                 A.C.A. 6-18-222

                                 A.C.A. 27-16-701

**Paris Middle School**

Absences

If any student’s Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student’s IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Students’ regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment. Absences should be for personal illness and personal or family problems. Regular attendance shall be required as stated by Arkansas annotated 6-18-201, which states that every parent, guardian, or other persons residing within the state of Arkansas having custody or charge of any child or children the age of 5 through 17, both inclusive, shall send such child or children to a public, private, or parochial school, or provide a home school for the child or children as prescribed in Arkansas annotated 6-15-501 et. seq. under penalty for non-compliance as shall be set by law.

# Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons with proper documentation provided upon his/her return to school by the parent or legal guardian stating such reason:

* Students illness or when attendance could jeopardize the health of other students (with doctor notes only);
* Death or serious illness in their immediate family (with documentation of death in the family);
* Observance of recognized holidays observed by their faith (with documentation of religious observance);
* Attendance at an appointment with a government agency (with document-station from agency);
* Student’s medical appointment (with doctor notes);
* Exceptional circumstances with prior approval of the principal; or
* Participation in 4-H or other school sanctioned activity.
* Participation in the election poll workers program for high school students.
* Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
* Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
* Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization wavier or whose immunizations are not up to date.**3**

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page. A note written by the parent will not excuse the student. Absences will be unexcused until proper documentation by doctor, court or funeral is received.

# *Unexcused Absences*

Absences not defined above, or not having proper documentation shall be considered unexcused.

When a student has four (4) unexcused absences, his/her parents, guardian, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

When a student has exceeded nine (9) unexcused absences in a semester, the district shall notify the prosecuting attorney and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. In addition, the school Attendance Committee may deny credit.

Students who miss ten consecutive school days will be dropped from enrollment. This action will result in suspension of driver’s license, referral to the Department of Human Services, Juvenile Intake Officer and the Prosecuting Attorney. The only exception will be documentation provided by the student’s doctor, or other extenuating circumstance approved by the principal.

Students who attend in-school suspension (ISS) shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

The district shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the student’s driver’s license unless he/she meets certain requirements specified in the code. (6-18-222)

*Absences in Excess (Attendance Committee)*

Whenever a student has exceeded nine (9) absences in a semester, ***either excused or unexcused,*** the student and the guardian shall meet with the attendance committee to discuss the student’s promotion and or credit of a grade or class. After the ninth (9th) absence, either excused or unexcused, the student may be denied credit for the given class(es) or promotion or graduation. The attendance committee may be made up of the principal, assistant principal, counselor, teachers and or necessary school employees. The student and parent or guardian shall present documentation (notes from a doctor, court records, etc.) to explain why the excessive absences were necessary. It is the parents’ and student’s responsibility to attend an attendance committee conference. The committee will make the decision on the basis of the information that is presented. The decision of the committee may be appealed to the administration.

**Paris High School**

**Absences**

If any student’s Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student’s IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Students’ regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment. Absences should be for personal illness and personal or family problems. Regular attendance shall be required as stated by Arkansas annotated 6-18-201, which states that every parent, guardian, or other persons residing within the state of Arkansas having custody or charge of any child or children the age of 5 through 17, both inclusive, shall send such child or children to a public, private, or parochial school, or provide a home school for the child or children as prescribed in Arkansas annotated 6- 15-501 et. seq. under penalty for non-compliance as shall be set by law.

**Absences – Excused**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons with proper documentation provided upon his/her return to school by the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than three (3) school days prior to its presentation will not be accepted.

* Student illness or when attendance could jeopardize the health of other students. **A maximum of six (6) such days are allowed per semester** unless the condition(s) causing such absences is of a recurring nature, is medically documented, and approved by the principal.
* Death or serious illness in their immediate family (with documentation of death in the family);
* Observance of recognized holidays observed by their faith (with documentation of religious observance);
* Attendance at an appointment with a government agency (with documentation from agency);
* Student’s medical appointment (with doctor notes);
* Exceptional circumstances with prior approval of the principal; or
* Participation in 4-H or other school sanctioned activity.
* Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization wavier or whose immunizations are not up to date.**3**

Additional excused absences shall be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

**Absences – Unexcused**

Absences not defined above, or not having proper documentation shall be considered unexcused.

When a student has five (5) or eight (8) unexcused absences, their parent, guardian, or persons in loco parentis shall be notified. Notification shall be by regular mail with a return address sent within a week of the student’s fifth (5th) or eighth (8th) unexcused absence.

When a student has exceeded nine (9) unexcused absences in a semester, the district shall notify the prosecuting attorney and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. In addition, the school Attendance Committee may deny credit.

Students who miss ten consecutive school days will be dropped from enrollment. This action will result in suspension of driver’s license, referral to the Department of Human Services, Juvenile Intake Officer and the Prosecuting Attorney. The only exception will be documentation provided by the student’s doctor, or other extenuating circumstance approved by the principal.

Students who attend in-school suspension (ISS) shall not be counted absent for those days.

The district shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the student’s driver’s license unless the student meets certain requirements specified in the code. (6-18-222)

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

**Absences regarding promotion or credit – Attendance Committee**

Whenever a student has exceeded nine (9) unexcused absences in a semester the student and the guardian shall meet with the attendance committee to discuss the student’s promotion and or credit of a grade or class. After the ninth (9th) unexcused absence, the student may be denied credit for given classes, or promotion or graduation. The attendance committee may be made up of the principal, assistant principal, counselor, teachers and or necessary school employees. The student and parent or guardian shall present documentation (notes from a doctor, court records, etc.) to explain why the excessive absences were necessary. It is the parents’ and student’s responsibility to attend an attendance committee conference. The committee will make the decision on the basis of the information that is presented. The decision of the committee may be appealed to the administration.