

## **Rose Bud Elementary**

### **3.1 COMPULSORY ATTENDANCE**

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides 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 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, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of 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)

### **3.2 ATTENDANCE POLICY & PROCEDURES**

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. 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 enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

#### **3.2a 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 and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason.

**A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.**

1. Due to a student's illness, attendance could jeopardize the health of other students.
  - a) A maximum of six (6) such days per semester are allowed to be documented with parent notes stating the medical nature of each absence. Beyond six (6) such absences, medical documentation from a licensed doctor must be presented for each absence.
2. Conditions causing absences are of a chronic or recurring nature, are medically documented, and approved by the principal.
3. Death or serious illness in their immediate family;
4. Observance of recognized holidays observed by the student's faith;
5. Attendance at an appointment with a government agency;
6. Attendance at a medical appointment;
7. Exceptional circumstances with prior approval of the principal;
8. Participation in an FFA, FHA, or 4-H sanctioned activity.
9. 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.
10. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

11. Due to the student having been sent home from school due to illness. Students are not required to get an admit slip for an absence. Students are required to sign in or out in the office when arriving or leaving campus other than at the regular start and end of the school day. Students are only allowed to be signed out during the day by a parent/guardian.

12. Students participating in school sponsored activities will not be counted absent.

### **3.2.b UNEXCUSED ABSENCES**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences.

Students with **8 unexcused absences** in a semester- At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the **student may be denied promotion**. Excessive absences shall not be a reason for expulsion or dismissal of a student.

- **When a student has at least 4 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified.** Notification by regular mail with a return address sent no later than the following school day.
- Whenever a student exceeds eight (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, 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 student's unexcused absences.

If formal arrangements are granted, they shall be formalized into a written 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.

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

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