

## ATTENDANCE POLICY

Arkansas Statute 80-1502, Section 1, states: Students between the ages of 5 and 21, both inclusive, (until the 21st birthday is reached), who have not been officially excluded from school and must be in attendance as mandated by law.

1. When a student has six (6) absences in any semester from school, the principal will notify the parent/guardian to remind them of the school attendance policy and state laws.
2. When a student has eight (8) absences in any semester, the proper authorities will be notified. The parent/guardian shall be subject to a civil penalty as prescribed by the courts. At this time a FINS (Family in Need of Services) petition may be filed with the Clay County Juvenile Office and a report may be made to the Arkansas Child Abuse Hotline for educational neglect.
3. A student must attend school 90% of the year to receive credit. Eight (8) or more days absent in a semester will contribute to the decision to retain a student.
4. After fifteen (15) days of absence a student will be retained. Any exceptions will be made at the discretion of the administration.
  
5. After ten (10) tardies, early checkout, or combination there of in a semester, a FINS (Family in Need of Services) petition may be filed with the Clay County Juvenile Office and a report may be made to the Arkansas Child Abuse Hotline for educational neglect.

When a student is out sick for more than three (3) consecutive days a note from a doctor is requested. The note must specify if/when the student may return to school.

## EXCUSED ABSENCES

1. Illness with a doctor's note.
2. Serious illness or death of an immediate family member (parent, grandparent, sibling).
3. Court summons/subpoena.
4. Medical appointments and reasonable travel time. Please make appointments after school whenever possible.
5. Student time out-of-school not covered above must be evaluated by the principal for an excused or possible unexcused absence before the absence.

## MAKE-UP WORK

Because of the way absentee assignments are handled by the teachers and the number of teachers and/or assignments involved, **Homework for an absent student will not be available until 2:30 p.m.**, if requested on the morning of the absence. Please contact the elementary secretary (598-2546) if you plan to pick up the student's assignments, and the books (etc.) will be in the office for your convenience.

When returning after an absence it is the student's responsibility to check with teacher(s) concerning any missed assignments.

**Students will be allowed 1 day for each day of absence not to exceed 5 days to complete missed work. After 5 days no credit (0%) will be given for any assignments not turned in to the teacher.**

## DISCIPLINARY ABSENCES

These result when a student has been removed from a class or classes by an administrator as an Out -of -School Suspension: An absence from school imposed upon a student by an administrator as a result of the student's inappropriate behavior that cannot be handled by other means. No make-up

work will be given and grades taken during absence will result in a 0%. The principal will suspend students from school for immorality, insubordination, and/or other offenses deemed inappropriate or when

counseling and/or other forms of discipline have failed. (Infectious diseases or habitual uncleanliness will result in the student being sent home, but disciplinary suspension is not appropriate in these cases.) All suspensions will be in accordance with procedural due process guidelines.

In-School Suspension: The student will not be counted absent from school. The daily assignment(s) will be counted as usual but will be performed at a designated location within the school. Students will receive full credit for any assignment given and completed.