

## **ATTENDANCE POLICY**

Regular attendance is essential for promotion and success in your schoolwork. We strongly encourage students to miss no more than 1 day a month. It is the student's responsibility to see that his/her work is made up after being absent. All make-up work should be done within one day for each day missed. When a child is absent (for more than 2 days) a parent or guardian should contact the school for missed work assignments. When a potential absence is known ahead of time, prearrangements should be made by the parents, teacher and child for classroom work to be made up. Administration and office staff are available to assist with the arrangement and pickup of makeup work. Students must have a note for the absence to be excused.

### **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 upon his/her return to school.

Professional notes may include:

1. The student's illness or when attendance could jeopardize the health of other students.
2. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is 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; (court)
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. Participation in the election poll worker's program for high school students.
10. 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.
11. 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 twelve (12).
12. 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.
13. Students who are assigned in school suspension shall not be counted absent for those days.
14. 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.

Additional excused absences may be granted by the Superintendent and or designee. The number of additional

excused absences shall be at the discretion of the superintendent or the designee.

- A student will be allowed 10 days of excused/unexcused absence per semester before prosecution. Before the student accumulates the maximum number of unexcused absences allowed by this policy, the student's parent, guardian or person in loco parentis, may petition the administration for special arrangements to address the student's absences. Such an agreement will be put in writing and signed by both parent and administration.
- A student with a documented IEP or 504 Plan that addresses excessive absenteeism as it relates to their handicapping condition, will be considered for a special agreement to cover those absences.

The parent, guardian or in loco parentis will be notified by mail upon the accumulation of one-half (1/2) the number of allowable absences. The parent, guardian or in loco parentis will be notified upon the accumulation of the maximum number of allowable absences. At that time, they will be made aware that the next absence will result in notification to the office of the Prosecuting Attorney unless special arrangements have been made through the school administration.

This policy is in accordance with Act 6-18-209 of 2011 as amended by Act 1322 of 2013.