



Policy 4.7.2R
ABSENCES – 5-12

Effective: 6/18/2019

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.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

Parent/Student Responsibility--It is the responsibility of the parents to see that the student is in attendance at school. The parent is to notify the school attendance office by telephone when the student is absent.

Russellville Intermediate School: (479) 968-2650

Russellville Middle School: (479) 968-2557

Russellville Junior High School: (479) 968-1599

Russellville High School: (479) 968-3151

School Responsibility--It is the responsibility of the school to make a reasonable effort, such as calling by telephone, to notify the parent when the student is absent from school.

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 parent/guardian contacts the school upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of seven (7) 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;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal,
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent of 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 granted, at the Principal's or Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in the eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
11. 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.

It is the Arkansas General Assembly's intention that students having excessive excused absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent; or legal guardian; person having lawful control of the student; or person standing in loco parentis shall be considered as unexcused absences. Students with six (6) unexcused absences in a semester may not receive credit for that course. 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 or credit. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds six (6) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardians, persons with lawful control of the student, or persons standing 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, legal guardians, persons with lawful control of the student, or persons standing in loco parentis 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.

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 former student's operator's license unless he/she meets certain requirements specified in the statute.

A student will be allowed to make up all assignments during absences by presenting an explanation of the absence signed by the student's parent or person legally responsible. Any time a student presents a note from a licensed medical professional, or the student absence is cleared by the building administration, the absence(s) will not count toward the allowed number and the student will be allowed to make up all assignments. The building administrator (Principal) shall determine when absences are excessive for the purpose of this policy.

Cross References: 4.8 – MAKE-UP WORK, 4.57 – IMMUNIZATIONS, 5.11 – DIGITAL LEARNING COURSES
Legal References: A.C.A §6-4-302, A.C.A §6-18-107, A.C.A §6-18-209, A.C.A §6-18-220, A.C.A §6-18-222, A.C.A §6-18-229, A.C.A §6-18-231, A.C.A §6-18-507(g), A.C.A §6-18-702, A.C.A §7-4-116, A.C.A §9-28-113(f), A.C.A §27-16-701, Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning
Adopted: 7/16/85
History BOE: 7/16/1985, 12/19/1989, 4/22/1991, 7/16/1991, 4/19/1994, 1/16/1996, 2/20/1996, 5/21/1996, 7/20/1999, 4/17/2001, 7/17/2001, 6/21/2005, 7/01/2009, 8/20/2013, 5/11/2015, 6/18/2019
Revised: 12/19/1989, 4/22/1991, 7/16/1991, 4/19/1994, 1/16/1996, 2/20/1996, 5/21/1996, 7/20/1999, 4/17/2001, 7/17/2001, 6/21/2005, 7/01/2009, 09/20/2011, 8/20/2013, 5/19/2015, 6/18/2019