

4.34 - Communicable Diseases and Parasites
 4.40 - Homeless Students
 4.52 - Students Who Are Foster Children
 4.57 - Immunizations

Legal References	A.C.A. § 6-4-302	A.C.A. § 6-4-309
	A.C.A. § 6-15-504	A.C.A. § 6-18-107
	A.C.A. § 6-18-201 (c)	A.C.A. § 6-18-207
	A.C.A. § 6-18-208	A.C.A. § 6-18-510
	A.C.A. § 6-18-702	A.C.A. § 9-28-113
	Plyler v Doe 457 US 202,221 (1982)	

4.3 - COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1st of that year who resides, as defined by policy (4.1 Residence Requirements), within the District shall enroll and send the child to a District school with the following exceptions:

- The child is enrolled in private or parochial school.
- The child is being home-schooled and the condition of policy (4.6 Home-schooling) have been met.
- The child will not be age six (6) on or before August 1st 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 waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- 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.
- The child is 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).

Legal References: A.C.A. § 6-18-201 A.C.A. § 6-18-207

4.4 - STUDENT TRANSFERS

The Crossett School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Division of Elementary and Secondary of Education (DESE) to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. **Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.**

Any student transferring from a school that is not accredited by the DESE to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6—HOME SCHOOLING.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

Legal References: A.C.A. § 6-18-316 A.C.A. § 6-18-510
 A.C.A. § 6-15-504 A.C.A. § 6-15-504 (f)
 A.C.A. § 9-28-113(b)(4)

4.4A - STUDENT WITHDRAWAL FROM SCHOOL

In compliance with Act 230 of 1997, the school shall keep records of all withdrawals in order that the State Department of Education be furnished pertinent information required by that legislative act; therefore, students withdrawing from school must obtain a check-out form from the principal's office. All school materials, textbooks, library books, etc., must be returned. A copy of the official withdrawal form will be given to the student when he/she leaves if all records are clear. **In order to avoid delays, please notify the office the day prior to withdrawal.**

Students will not be dropped from the school roster until the office receives an official request from the enrolling school. Absences will continue to count until such a request is received. After 10 consecutive days of absences, the Crossett School District social worker will be notified.

4.5 - SCHOOL CHOICE

Standard School Choice

Exemption

The District is under an enforceable desegregation court order/court-approved desegregation that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (ADESE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

Definition

"Sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

Transfers Into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline, the requirements and procedures for participation in the program, and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made in the spring, but in no case later than March 1.

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this District along with a copy to the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student's application:

1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
2. Includes the parent's or guardian's military transfer orders; and
3. Includes the parent's or guardian's proof of residency on the military base.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached. The superintendent shall contact a student's resident district to determine if the resident district's three percent (3%) cap has been met.

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy; who chooses to return to his/her resident district; or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through

Standard School choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. The request for a hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, ADESE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers:

- Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Due to the district's identification of Facilities Distress under A.C.A. § 6-21-812; or
- Through the Foster Child School Choice under A.C.A. § 6-18-233.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect. The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1.

When the last successful application requesting to transfer out of the District before the District's three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District, the District shall allow all members of the individual's sibling group to transfer out of the District even though these applications are beyond the District's transfer cap.

Facilities Distress School Choice Applications

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences:

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in facilities distress;
- The student is not required to meet the May 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

Opportunity School Choice

Transfers Into or Within the District

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADESE Rules for the Standards for Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student's assigned school to another school in the District or from the student's resident district into the District if:

- Either:
 - o The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
 - o The student's assigned school has a rating of "F"; and
- By May 1 of the year before the student intends to transfer, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer to the:
 - o DESE;
 - o Sending school district; and
 - o Receiving school district.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:

- a. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- b. Includes the parent's or guardian's military transfer orders; and
Includes the parent's or guardian's proof of residency on the military base

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.

Transfers out of, or within, the District

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of "F."

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

Unsafe School Choice Program

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADESE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

Legal References: A.C.A. § 6-1-106 A.C.A. § 6-13-113
 A.C.A. § 6-18-227 A.C.A. § 6-15-2915
 A.C.A. § 6-18-233 A.C.A. § 6-18-320
 A.C.A. § 6-18-510 A.C.A. § 6-18-1901 et seq.
 A.C.A. § 6-21-812
 DESE Rules Governing The Public School Choice Act of 2015

4.6 ENROLLMENT IN HOME SCHOOL

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement if the home-school student plans to seek a driver's license during the current school year;
- g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
- h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

Enrollment or Re-Enrollment in Public School

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - o Curricula used in the home school;
 - o Tests taken and lessons completed by the home-schooled student; and
 - o Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;
- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

Legal References: A.C.A. § 6-15-503
A.C.A. § 6-15-504
A.C.A. § 6-41-103

4.7 - ABSENCES

CES Daily Attendance – Attendance is calculated on AM/PM (1/2 days)

CMS Daily Attendance - Each period/block is considered its own school day for attendance purposes.

CHS Daily Attendance - Each period/block is considered its own school day for attendance purposes.

At all schools:

- **A student is considered tardy when he/she misses less than 20% of a class period.**
- **A student is considered absent when he/she misses 20% or more of a class period.**

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.

Excused Absences

A maximum of six (6) excused absences are allowed per semester. 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.

- The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) excused absences 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;
- Death or serious illness in their immediate family;
- Observance of recognized holidays observed by the student's faith;
- Attendance at an appointment with a government agency;
- Attendance at a medical appointment;
- Exceptional circumstances with prior approval of the principal; or
- Participation in an FFA, FHA, or 4-H 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 waiver or whose immunizations are not up to date.

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.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences will, 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, legal guardian, person having lawful control of the student, or person standing in loco parentis presented in the timeline required by this policy, shall be considered as unexcused absences. Students with three (3) unexcused absences in a course 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 or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

A student's parent, guardian, or persons in loco parentis shall be notified by School Messenger after a student's first unexcused absence.

When a student has two (2) 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 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.

Whenever a student exceeds three (3) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

When a student reaches three (3) unexcused days in a semester in a course, they will lose credit for that course. However, a student may recover their credit if they have a passing grade in the course for the semester by attending a day of summer school for each unexcused absence above the allowable number, which is three (3) unexcused days, up to twelve (12) unexcused days. When a student reaches thirteen (13) unexcused days, this will be considered excessive and the student will not be able to recover their credit by the means mentioned above and will be required to re-take the course as allowed by the student handbook.

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 guardian, person with lawful control of the student, or person standing in loco parentis may petition to 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, legal guardian, person having lawful control of the student, or person standing 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; however, will not count toward loss of credit (or Summer School).

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.

Legal References:	A.C.A. § 6-4-302	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. § 7-4-116
	A.C.A. § 9-28-113(f)	A.C.A. § 27-16-701

4.8 - MAKE-UP WORK

Students who miss school due to an **excused** absence will make up the work they missed during their absence under the following rules. An absence is not In-School Suspension or missing school for an extracurricular activity. ISS and extracurricular activities are considered school days and work is to be turned in accordingly.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make-up and are required to ask for their assignments on their first day back at school or their first class day after their return.

2. Students shall have one class day to make up their work for each class day they are absent.
3. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
4. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero and will not be able to complete it at a later time.
5. Previously announced deadlines will be honored regardless of attendance.
6. Students are responsible for turning in their make-up work without teachers having to ask for it.
7. Students are responsible for work assigned prior to an absence to be turned in on the first day back.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. Students should arrange for make-up work at a time other than during class time.
10. As required /permitted by the student's Individual Education Program or 504 Plan.

MAKE-UP WORK DURING SUSPENSIONS

Grades K-4

Students must complete all missed assignments during the period of suspension in grades K-4. Teachers will place missed work in a folder in the office. It is the parent's responsibility to pick up the missed work and return completed work to the school. Parents will be contacted and given the time and date in which to bring the student to school during the suspension period to take a test or tests. The school personnel have the option to have the test or tests administered when the student returns to school after suspension.

Grades 5-8

Students must complete all missed assignments during the period of suspension in grades 5 through 8. Teachers will place missed work in a folder in the office. It is the parent's responsibility to pick up the missed work and return completed work to the school. Arrangements for test make-up will be made by each teacher. Make-up tests will be done outside regular scheduled class-time which may include before/after school or lunch upon returning to school.

Grades 9-12

Students must complete all assignments that occur during the suspension. Students are responsible for work assigned prior to the suspension to be turned in on the first day back. Teachers will place work in the office. It is the parent's responsibility to pick up and return work to school. Test make-up arrangement must be requested by students and will occur outside regular school time.

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

4.9 - TARDIES

Students should make a concerted effort to arrive at school before the tardy bell rings in the morning and remain until the dismissal bell at the end of the day. Students also have the responsibility to be in each classroom before the tardy bell rings at class exchange. Three (3) unexcused tardies will count as one (1) unexcused absence. Additional unexcused tardies could result in further discipline consequences at the discretion of the building administrator.

A student is considered tardy when he/she misses less than 20% of a class period. A student is considered absent when he/she misses 20% or more of a class period.

CROSSETT ELEMENTARY SCHOOL

Students should make a concerted effort to arrive at school before the tardy bell rings in the morning and remain until the dismissal bell at the end of the day. A student is tardy when he/she arrives 5 minutes after the first bell at Crossett Elementary School. A student will not be counted tardy if he/she goes home sick. If a student is checked out before the dismissal bell, the student must show proof of a dentist or doctor appointment within three (3) days or early check-out will be counted as a tardy. Students leaving campus for lunch should leave

and return during the lunch period to avoid a tardy. Arriving late to school in the morning or early departure in the afternoon is considered a tardy. Three (3) unexcused tardies will count as one (1) unexcused absence.

CROSSETT MIDDLE AND CROSSETT HIGH SCHOOL

Students should make a concerted effort to arrive at school before the tardy bell rings in the morning and remain until the dismissal bell at the end of the day. Students are considered tardy if they are not in their assigned places when the tardy bell rings. A student will not be counted tardy if he/she goes home sick. If a student is checked out before the dismissal bell, the student must show proof of a dentist or doctor appointment within three (3) days or early check-out will be counted as a tardy. Students leaving campus for lunch should leave and return during the lunch period to avoid a tardy. Arriving late to school in the morning or early departure in the afternoon is considered a tardy. Three (3) unexcused tardies will count as one (1) unexcused absence.

4.10 - CLOSED CAMPUS

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

The campus is off limits except for a reasonable length of time after the end of a school sanctioned or sponsored activity.

Students shall remain on campus from the time they arrive in the morning until the completion of the school day. Whether a student is brought to school by someone, walks, rides a bus, or drives his/her own vehicle, the school day starts for that student as soon as he/she arrives on campus. Upon the student's arrival, he/she is to go to an approved area to wait for the first bell. Sitting in a vehicle or standing around on the parking lot shall not be permitted, nor shall any student be permitted to return to his/her vehicle during the school day without a school official's escort. Regardless of age or marital status, no student, having once arrived on the campus, shall leave the school premises at any time during the school day without being *signed out and picked up from the Front Office by his/her parent, guardian or other designated adult (21 or older) as noted on the student's information page in ESchool.*

If a student is signed out by a parent/guardian to go to the doctor, dentist, or the orthodontist, upon his/ her return to school, the student shall report to the Front Office with a note from the doctor, dentist, or the orthodontist verifying his/her visit.

All visitors must report to the office immediately after arriving on campus. Parents, friends, former students, or other visitors are not to approach students on campus, stop in their cars on the campus to visit, or bring items to students on campus. All correspondence between visitors and students must be done through the principal's office.

Deliveries of lunch during the school day are prohibited. Students may bring a lunch prepared outside of the cafeteria at the beginning of the school day. Parents will be allowed to check their student out and take them to lunch, but students will not be allowed to drive their own cars for lunch with parents. No food or drinks will be allowed outside of the cafeteria.

Any student who leaves the campus at any time without going through proper procedures shall be truant. Truancy Policy will be applied.

4.11 - EQUAL EDUCATIONAL OPPORTUNITY

No student in the Crossett School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. **The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.**

Inquiries on non-discrimination may be directed to the Equity Coordinator who may be reached at 219 Main Street, Crossett, Arkansas, 870-364-3112.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.