

## **SECTION 7**

### **Attendance Policies**

The Nemo Vista School District supports the philosophy that the instructional program is the vital part of a formal education. Therefore, it is necessary to require a student to be in attendance a minimum number of days each school year. Students have the right to attend school in the Nemo Vista School District in accordance with state law, Board of Education policies, and school procedures.

Legal References: A.C.A § 6-18-209, A.C.A § 6-18-220, A.C.A § 6-18-222, A.C.A § 27-16-701, A.C. A. § 7-4-116

#### **Compulsory Attendance**

##### **School Board Policy 4.3 – COMPULSORY ATTENDANCE REQUIREMENT**

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, 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.

- (1) The child is enrolled in private or parochial school.
- (2) The child is being home-schooled and the conditions of policy (4.6---HOME SCHOOLING) 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 ACA. § 6-18-201 (b).

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

Date Adopted: May 2011

#### **Absences**

##### **School Board Policy 4.7 ABSENCES**

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**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reason 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 for K-8 and two (2) school days for H.S. will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students, a parent may send Two parent notes per semester if there is no medical documentation.
2. Death or serious illness in their immediate family;
3. Observance or recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at the medical appointment: All Doctor's statements are required to be on the doctor's letterhead with an original signature (no stamps). (Nemo Vista: The district reserves the right to require confirmation of the medical documentation through direct communication with the medical personnel responsible for the documentation and if the district is unable to confirm or verify the absence or the reason for the absence, to consider the absence to be unexcused;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participate in the election poll workers program for high school student;
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 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 (1) and (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.

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 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, presented in the timeline required by this policy, shall be considered as unexcused absences. At the discretion of the principal after consultation with persons having knowledge of the circumstances for the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason from expulsion or dismissal of a student.

When a student has 4 unexcused absences, his/her parents, guardians, or persons 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. **The Prosecuting Attorney will be notified when a four (4) days unexcused letter is sent to the parent(s)/guardian(s) concerning the absences.**

When a student exceeds 8 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

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.

---Cross Reference 4.8-Make-up Work.

#### **Driver's License:**

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.

Applications for the instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

#### **Other Attendance Policies**

A student must be in attendance for three (3) hours to be eligible to participate in any **school function** that day or night. The superintendent or principal may wave this rule in the event of extenuating circumstances.

When a student has been checked out from his/her school, the student must leave campus. A student **cannot** be checked out from one school to attend a function in another school without prior permission from the principal.

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. § 6-18-209

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. § 9-28-113(f)

A.C.A. § 7-4-116

A.C.A. § 27-16-701

Date Adopted: Oct. 2010

Last Revised: April 2017

#### **Definition of a Full Day (Elementary Only)**

A full day of school is defined by the State Department of Education as six (6) hours of instruction time for the student. This excludes lunch and recess time. To be counted in attendance for a full day, a student must arrive before 8:30 A.M. and stay the remainder of the day. If a student checks out early he must not leave before 2:30 P.M. to be considered in full attendance.

### **Definition of a Half Day (Elementary Only)**

With the definition of a full day being six (6) hours of instruction, a half day will be 2 instructional hours before lunch/recess or 2 instructional hours after lunch/recess

### **Tardy**

#### **School Board Policy 4.9- Tardies**

Promptness is an important character trait that District staff is to encourage to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Date Adopted: Oct. 2010

**Elementary Tardies:** If a student arrives at school after 8:05 A.M. he/she will be considered tardy and must check in through the principal's office.

Students will not be counted tardy in the event of bus delays.

Parents who drop off children should make every effort to get their children to school in time to have breakfast and get to their classrooms before 8:05. There is a considerable amount of work involved in correcting records for students who come in late.

Parents of students who are tardy are asked to come to the office and sign their child/children in before they will be allowed to attend class.

5 (five) unexcused tardies within a semester will be accumulated and considered one unexcused absent. Parents will receive a phone call or have a conference with the principal upon 3 (three) unexcused tardies in a semester. (Definition of unexcused tardy will follow the same guidelines as unexcused absences.)

Last Revised: June 2014

#### **Elementary Early Sign-out:**

Students may be signed out between 2:30 and 3:00 without it being counted as a half-day absence. Five (5) early sign-outs within a semester will be accumulated and considered one unexcused absent. Parents will receive a phone call or have a conference with the principal upon three (3) early sign-outs in a semester.

**Middle School/High School Tardies:** A student will be prompt on arriving at school and to class. Teachers will tell a student when they are tardy and the tardy will be turned into the office. Students are expected to be in their designated rooms in their seats when the tardy bell rings. If a teacher holds a student between classes, the student should obtain an excused tardy slip from that teacher. Excessive unexcused tardies will result in disciplinary action.

Unexcused tardies:

1. 3<sup>rd</sup> Tardy (semester only) – Conference with student and warning (Minimal)
2. 4<sup>th</sup> Tardy (semester only) – Corporal punishment/In-school isolation

Last Revised: April 2017

### **Make-up Work**

#### **School Board Policy 4.8 – Make-up Work**

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.

2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. 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.
5. Student shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
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. As required/permitted by the student's Individual Education Program or 504 Plan.

Out-of-school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

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---IMMUNIZATION.

Parents who wish to pick up a child's work for the day(s) missed should notify the child's teacher early in the morning so the teacher will have ample time to get the work together.

Cross Reference: 4.7---ABSENCES

4.57---IMMUNIZATIONS

Date Adopted: Oct. 2010

Last Revised: June 2015

### **Check-out Policy**

Whenever parents check a child out of school early, they must sign the child out through the office. Only adults that the parent(s) have designated on their child's call sheet can pick up a student. If other arrangements need to be made, a note or a phone call must be received in the office.

The child must have a note giving written permission or the parent may call to give phone permission if a child is to take an alternative way home. A note will be taken to the child's teacher from the office.

When a student is checked out early, they may not attend a function at another school at Nemo Vista without prior permission from the principal where they are enrolled.

Students who are eighteen (18) years of age are able to check themselves in and out of the school.