

## **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, 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 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, 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.
- (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 A.C.A. § 6-18-201 (b).

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

Date Adopted: May 2011

Last Revised: June 2019

#### **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 or virtually 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 or on-line enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

#### **Excused Absences**

Nemo Vista will allow a maximum of eight (8) excused absences per semester. If the student's absences will exceed the

maximum of the eight (8) allowed excused days, the parent/guardian must contact the principal for preapproval of the absences. This may be by phone or in person. If the parent/guardian does not seek preapproval or is not approved for the extended absences, these absences will be considered unexcused (see the paragraph concerning unexcused 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. Parents need to keep all documentation, just in case their child misses 8 days. This documentation will need to be presented to the principal in order to receive extended absences.

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1. The student's illness or when attendance could jeopardize the health of other students (with 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 (11) 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 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 for expulsion or dismissal of a student.

When a student exceeds the eight (8) excused absences per semester and no conference has been held with the building level administrator, these days will be considered unexcused. The principal will contact the parent, guardian, or person in loco parentis to inform them of the policy and schedule a conference with parent, guardian, or loco parentis and/or student. If the absences continue with no preapproved circumstances, the building principal will send a letter to the parent, guardian, or person in loco parentis and the prosecuting attorney will be notified.

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.

### **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.

When students are not present at school, they may not attend a school event without prior permission from the building 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: July 2020

### **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 7student. 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

### **Definition of Half Day (Middle School/High School)**

In Middle School and High School attendance is taken on a period by period basis. Once a student has missed 5 more class periods, they will be considered a full day absence. Students missing 3 class periods will be considered as a ½ day absences.

### **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 full day 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 full day 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.

Work may not be made up for credit for unexcused absences **unless** the unexcused absences are part of a signed agreement as permitted by policy 4.7----ABSENCES.

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 a 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---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  
4.30---SUSPENSION FROM SCHOOL  
4.31---EXPULSION  
4.57---IMMUNIZATIONS

Legal References: A.C.A. § 6-16-1406  
A.C.A. § 6-18-502  
DESE Rules Governing Student Discipline and School Safety

Date Adopted: Oct. 2010

Last Revised: July 2020

### **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.