

## A. ABSENCES

1. Excused - Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons. The student must bring a written statement to the principal or designees upon his/her return to school from the parent or legal guardian stating such a reason. A written statement presented for an absence having occurred more than three days prior to the presentation will not be accepted.
  - a. When attendance or the student's illness could jeopardize the health of other students. A maximum of five (5) such days are allowed per year unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal. These days will be recorded as Parent Permission described below.
  - b. Death or serious illness in the immediate family, i.e. – spouse, child, parent, sibling, grandparent, any relative who lives in the same household as the student.
  - c. Observance of recognized holidays observed by the student's faith.
  - d. Attendance at a medical appointment.
  - e. Exceptional circumstances with prior approval of the principal.
  - f. Participation on FFA, FHA, or 4-H sanctioned activities.
  - g. Participation in the election poll workers program for high school students.
  - h. Absence granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to combat zone or combat support posting. The number of additional excused absences shall be at the direction of the Superintendent or designee.
  - i. Absences granted, at the Superintendent's discretion, to seventeen (17) year old students who join the Arkansas National Guard while in the eleventh (11<sup>th</sup>) grade to complete basic training between grades eleven (11) and twelve (12).
  - j. Any circumstance not covered above which the District determines are excused.

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.

An excused absence shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct.

Official written verification includes signed doctor, dentist, court or legal documents identifying the office and/or the name of the professional who provided the service.

### 2. Parental Permission

- a. Parental permission may be granted for any reason, including personal illness without written verification, provided the parent has contacted the attendance office, by note or

phone call, the day the absence occurs.

- b. The student may not exceed five (5) parental permission absence days for the school year. If a student exceeds five (5) days of parental permission absence in any class for the school year, all parental permission days beyond the first five (5) are classified as unexcused. For the purposes of elementary school attendance, parent permission days will be counted in the form of five (5) a.m. and five (5) p.m. absences. No more than five (5) of either a.m. or p.m. absences will be excused as parental permission
- c. Parental permission shall afford the student the privilege of making up all assignments and/or class activities as the teachers direct.
- d. Absences for parental permission shall not be granted in conflict with semester examination schedules.

### 3. Unexcused

- a. An unexcused absence shall be considered to be a willful absence (truant) from school if it is without the knowledge of the student's parent/guardian.
- b. Any other absence not considered excused in the two preceding sections will be counted as unexcused.
- c. Any student who is truant or has an unexcused absence forfeits the right to make up any work for credit.
- d. Students on short-term suspension from school (not to exceed ten days) shall be considered absent but excused for the purpose of completing make up work during the term of suspension. These students will be expected to make up their school work and may receive full credit upon satisfactory completion. The sole responsibility for completing assigned work rests with the student. All make-up work should be returned to the appropriate teacher upon the student's return to school. For the purposes of absenteeism, short-term suspension days (not to exceed 10 days) shall be considered unexcused.
- e. A student with four (4) or more unexcused absences per semester may be assigned consequences. Minimum – reprimand; Maximum – suspension.

- 4. School Business – School business days will be excused. School business designation is limited to school sanctioned/sponsored activities and events.

Other References: ASBA Model Policies