

Izard County Schools' Attendance Policy

Students are required by Arkansas Statutes to attend school from ages 5 through 17 years on or by September 15 of that year, both inclusive, unless he/she has been officially excluded from school, has obtained a kindergarten waiver, has obtained a high school diploma or its equivalent, or is enrolled in a post secondary vocational-technical institution, community college, or a two-year or four-year institution of higher education. (Act 570 of 1999) It is the responsibility of the parent or guardian to see that the student is in attendance at school and to contact the principal or designee when absence is to occur.

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.

However, there are several valid reasons students may be absent from school. These include:

- Death or severe illness in the student's immediate family;
- Illness of the student;
- Student's medical or dental appointment;
- Participation in school-related activities approved by the Principal;
- Court appearance;
- College visitation; or
- Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Absences will only be considered excused when verification of third party documentation is provided to the school. Third party documentation is defined as:

- Verification from a physician or similar medical professional;
- Legal documentation from an attorney, a judge, or other court official;
- Verification of catastrophic circumstances, such as a funeral.

Parents are encouraged to retain copies of all third party documentation. A copy will be kept in the principal's office.

It is the responsibility of the school officials to monitor student attendance. If school officials have reason to believe that a student is away from school without permission, they may make reasonable efforts via phone or letter to contact the parents or guardian. It is also the responsibility of the school officials to contact the proper authorities when necessary.

10 Revised August 2016

Truancy/Excessive Absences

Absences should be limited to illnesses or family emergencies. The following consequences will result when a student has missed three, six, nine, and ten or more unexcused absences per semester:

- After the student's third, sixth and ninth absence, parents will be notified either by telephone or a letter will be mailed informing the parent or guardian of the number of absences and the adverse effect it may have on the student's academic achievement.
- After ten or more unexcused absences a student will be denied credit for classes in which he or she is enrolled, and he or she will not be permitted to participate in or attend any school sponsored activities. In addition, a student who has accumulated ten or more undocumented absences in a particular class will be denied credit for that class.

If there are extenuating circumstances regarding attendance or denial of credit as a result of unexcused absences, parents may request a hearing before an attendance committee consisting of the principal or designee, counselor, and one classroom teacher. The president of the school board may serve as an ex-officio member. In elementary, the committee shall consist of the principal, counselor, and the classroom teacher(s). The request for a hearing must be made in writing to the principal within five days of receipt of notification of the 10th unexcused absence. The burden of proof for third party documentation is the responsibility of the parent or guardian and student. The time of this hearing will be determined by the principal or designee. The presence of the parent or guardian and student is required.

After a student has accumulated ten or more unexcused absences, the proper authorities will be notified (Human Services, prosecuting attorney, etc.) as mandated by Arkansas law. Absences resulting from out-of-school suspension shall be considered as unexcused for the purpose of semester test exemptions and extra-curricular activity participation, but not as regards

notification of authorities.

Students are considered tardy if they arrive at school after 8:00 and until 9:30. Arriving after 9:30 or leaving before 1:30 will result in students being marked with a half day absence.

Students who check out before 2:45 are also considered tardy.

Leaving School during the Day

Izard County Consolidated School students may leave school ONLY if an authorized person who is indicated on the enrollment form checks them out in the principal's office.

Students who find it necessary to leave school during the day due to medical or other extenuating circumstances must check out in the principal's office. In order to check out from school, students must have parental permission in the form of either a note or phone call. Parents must also sign the checkout sheet in the principal's office after gaining permission from the principal or other designated school official.

11 Revised August 2016

Failure to be checked out by an authorized person results in being absent without permission and will be disciplined accordingly. Exceptions to this policy are legal authorities including, but not limited to, case workers, Department of Human Services workers, and law enforcement officers.

Student Responsibility for Missed Work

In the case of a missed test or assignment, the student must take the missed test or hand in the missed assignment on the day he or she returns to school if the test or assignment was announced prior to the student's absence. Otherwise, missed tests, as well as other missed work, must be completed and turned in within a reasonable time, depending on how many days have been missed and as determined by the principal.