**ATTENDANCE**

**CLOSED CAMPUS**

 The School shall operate a closed campus. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by the Director. Students must sign out in the office upon their departure.

**TARDIES/EARLY CHECKOUT**

 Promptness is an important character trait that school 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. Students arriving at school between 8:00 a.m. and 8:15 a.m. will be considered tardy. Students arriving at school later than 8:15 a.m. will receive ½ day unexcused absence. Any student checking out of school without a valid excuse before 3:00 p.m. will receive ½ day unexcused absence.

**ABSENCES**

 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.

 When a student has 5 absences in a semester, 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.

 Whenever a student exceeds 10 absences in a semester, the School shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

 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 absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the Director for special arrangements to address the student’s 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 Director.

 Days missed due to out-of-school suspension or expulsion shall be considered absences.

A student is not considered absent when the student was on official school business.

 If the illness of a student is of a serious or recurring nature and is medically documented, the absences may be approved by the Director on a case by case basis.

 Students with 20 absences may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

 The School 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.

 Applicants for an 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.

 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.