

Benton County Board of Education

Monitoring: Review: Annually	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/04/2014
		Rescinds: 6.200	Issued: 08/05/2013

1 Attendance is a key factor in student achievement and therefore students are expected to be
2 present each day school is in session. Student attendance records shall be given the same level
3 of confidentiality as other student records. Only authorized officials with legitimate educa-
4 tional purposes may have access to student information without the consent of the student or
5 parent/guardian.¹

6 7 ***Attendance Policy for Grades K-12***

8 Absences shall be classified as either excused or unexcused. Excused absences shall require a
9 note from a doctor or a note from a parent/guardian explaining the reason for the student's ab-
10 sence. Students will be allowed eight (8) parent/guardian notes per year. All other absences
11 unless covered in this policy (6.200) will be considered unexcused.

12 13 ***Truancy***

14 Truancy is defined as an absence for an entire school day, a major portion of the school day or
15 the major portion of any class, study hall or activity during the school day for which the student
16 is scheduled.

17
18 Students who are absent five (5) days without adequate excuse shall be reported to the Director
19 of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the
20 student's absence.² The Director of Schools/designee shall also comply with state law regard-
21 ing the reporting of truant students to the proper authorities.² In addition, the principal/designee
22 shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to
23 determine the underlying cause(s) of the unexcused absences. The principal/designee shall then
24 develop an attendance plan and coordinate additional services designed to improve the stu-
25 dent's attendance.³

26
27 Upon notification that a student has been absent ten (10) days without adequate excuse, the
28 principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to
29 determine the appropriate services needed to improve the student's attendance. The principal/
30 designee shall document all communication attempts and refine the attendance plan as needed.³

31
32 If a student is required to participate in a remedial instruction program outside of the regular
33 school day where there is not cost to the parent(s) and the school system provides transporta-
34 tion, unexcused absences from these programs shall be reported in the same manner.⁴

35
36 The Board shall determine annually and include in the school calendar a plan for using three (3)
37 abbreviated school days and the procedures for making up missed instructional days. In addi-
38 tion, the Board shall determine annually whether to use flexible scheduling for kindergarten
39 students.