

Excessive Absences – ACT 757, 1991

A student is considered excessively absent for the purpose of notification when he/she has missed three (3) consecutive days for reason(s) unknown or seven (7) days in total.

A student is truant from school after missing 5 unexcused days in a semester.

A student will fail a course due to excessive absences after missing 12 unexcused days in a full year course or 6 unexcused days in a half year course.

Procedures :

1. After verification of the third (3rd) and fifth (5th) unexcused absence, the school shall send a warning letter to the parent(s) or guardian(s) of the student informing them of the absences that their child has accrued. High schools on BLOCK schedules should make parents aware that missing more than 6 unexcused days in a semester will cause a child to fail the semester. All schools should make parents aware that missing more than 12 unexcused days in a full year course will cause a child to fail.

2. After verification of the seventh unexcused day of absence, the school shall again notify the parent(s) or guardian(s) by letter of their child's unsatisfactory attendance.

3. After verification of the tenth (10th) unexcused absence, the school shall send a warning letter to the parent(s) or guardian(s) of the student informing them of the absences that their child has accrued and Child Welfare and Attendance for monitoring of attendance. THE PARENT WILL BE INFORMED AT THIS TIME THAT THEY ARE BEING REFERRED TO FINS FOR TRUANCY. If you cannot make successful contact with the

parent after trying all numbers on file, the contact for FINS will be the 10 day letter mailed home to parents which now states that a FINS referral is being made. *****In Addition***** After making the contact print the FINS referral at this 10 day point. Make sure to sign the 2nd page AND FILL out the parent contacts that were made.

4. After verification of the fourteenth (14th) unexcused absence, the school shall schedule a meeting with the guardian again and explain that charges will be filed.

5. After verification that the student has exceeded 14 days of unexcused absence for elementary or 14 days for high school, the school shall refer the student to the Supervisor of Child Welfare and Attendance who shall, in turn, file charges against the parent(s) or guardian(s) for violation of the Louisiana Compulsory School Attendance Law (R.S. 17:221). If the student is of age to drive, the school will make a request to the Office of Motor Vehicles that the child's driving privileges be suspended in accordance with R.S. 32:414U due to habitual tardiness and absences.

6. The school and CWA will keep a log of all contacts made to the guardian (as well as attempts) regarding attendance. Procedures regarding students returning to school after an absence/arriving at school after the opening bell checking out of school.

a. Students are to obtain an admit slip at the beginning of the school day. All students must present a written excuse or doctor's excuse within five (5) days of their return to school following an absence.

b. Students who arrive at school after the opening bell must check in at the principal's office before reporting to class.

c. Students who become ill at school and find it necessary to leave the campus will obtain a checkout slip from the principal and/or designee and properly fill it out.

d. (K-8 only) Students who check in after the opening bell or are checked out prior to dismissal will be considered tardy. Three unexcused tardies will constitute one-half ($\frac{1}{2}$) day of unexcused absence.

e. A child shall only be released to the parent awarded primary or domiciliary custodianship of the minor child(ren) if the parents are divorced or legally separated. A child shall be released to a noncustodial parent only if there is written permission for doing so, signed by the primary custodial parent, on file with the school office. In the event of co-domiciliary parents, both parents shall have equal authority to have the child released to them. No named domiciliary/primary will be assumed to be co-domiciliary/primary custodianship.

f. Additional persons – only those persons given written permission by proper custodial parent(s) on file with school should have permission to the child released to them (limit 4 additional persons per child).