

ATTENDANCE POLICY

ATTENDANCE

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

Half-day absence

A student is considered to be in attendance for one-half day when he or she:

- 1) is physically present at a school site or is participating in an authorized school activity; and
- 2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.

Whole-day absence

A student is considered to be in attendance for a whole day when he or she:

- 1) is physically present at a school site or is participating in an authorized school activity; and
- 2) is under the supervision of authorized personnel for more than 50% (51% -100%) of the student's instructional day.

Rights

- 1) All students have the right to attend school until graduation; provided they are not expelled because of their conduct.
- 2) Students may be excused for whole or partial day absences for the following reasons:
 - a. personal illness as verified by health practitioner,
 - b. serious illness in the student's immediate family (mother, father, legal guardian, brother, sister, or grandparent) as verified by health practitioner,
 - c. death in the student's immediate family as verified by obituary - (not to exceed one week)
 - d. recognized religious holidays of the student's own faith as verified by religious leader
 - e. natural catastrophe and/or disasters
 - f. a child whose parent is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting shall be granted excused absences, not to exceed five school days per school year, for the day or days missed from school for the child to visit with his parent prior to the parent's deployment or during the parent's leave and, upon returning to school shall be permitted to complete all class assignments, including all tests missed while the child was absent as pursuant to the provisions of this item. Louisiana R.S. 17:226(A) (2) (e). *For the purpose of this subparagraph the term "parent" shall mean the person temporarily responsible by law for the child's school attendance.*
 - g. minors engaged in artistic or creative services.
 - h. prior school system-approved travel for education.
- 3) Students granted excused absences for the above shall be allowed to make up missed school work. Failure to make up missed work in the time allotted will result in a failing grade for assigned work.

Responsibilities

- 1) Regular attendance is not only a matter of state law, but is essential for success in your school work. While enrolled in the Central School System your number one job is attending classes regularly and fulfilling all class requirements. Regular and punctual attendance is a habit and

should be cultivated early in your career. Excessive absences will negatively affect class performance and grades.

- 2) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S.17:233.
- 3) State law requires that any student who misses more than the allotted number of days without a valid approved excuse or permission from the supervisor from Child Welfare and Attendance shall not receive credit for course work. Exception can be made only in the event of personal illness verified by a health practitioner or other extenuating circumstances listed on page 19 of the handbook. Evidence of extenuating circumstances must be presented to the principal for review and approved by the supervisor of Child Welfare and Attendance within five days from the first day a child returns to school. For elementary students (grades K-8) students shall be present a minimum of 60,120 minutes (equivalent to 167 six-hour days) per school year allowing no more than ten unexcused absences per year. Secondary students grade (9-12) shall be present a minimum of 30,060 minutes (equivalent to 83.5 six hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year allowing no more than five unexcused absences per semester. In addition, students with excessive absences must attend a hearing with the supervisor of Child Welfare and Attendance. Truancy is defined as having five unexcused tardies or five unexcused absences.
- 4) In order to achieve perfect attendance a student cannot miss any part of any class period except for a school activity or field trip.
- 5) Students returning to school after a day's absence must bring a signed note from a parent or guardian stating the reason for the absence within five days. The notes will allow students to make up missed work but will be counted as an unexcused absence.
- 6) After an excused absence, it is the responsibility of the student to make arrangements with the teacher upon returning to make-up work missed. The make-up work does not have to be an exact duplication of the work missed. Teachers shall establish the time and place of the make-up work.
- 7) Students who miss more than one day consecutively will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material or complete an activity. This will not exceed five days. If after notification the student fails to accomplish make-up work in the allotted time a failing grade will be recorded.
- 8) All late arrivals must check in with the office. Parents must notify the school for the reason of late arrival at time of check-in. A student will be considered in violation of school policy if they do not officially check in at the school office.
- 9) Students in the Central Community School System may not leave school campuses before the end of the day without checking out with the office. Students may check out only to the parents, legal guardian or the specified person on the emergency contact card or after the office has obtained permission from their guardian.
- 10) Students are excused to check out during the day for the following:
 - a) medical appointments
 - b) funerals
 - c) sickness
 - d) illness in immediate family
 - e) religious holidays
 - f) natural catastrophe
 - g) disaster

- h) a child whose parent is a member of US Armed Forces.
- 11) Students returning to school after being absent, have five (5) days to present proof of their absences in order to be excused.

RESPONSIBILITIES IMPOSED BY STATE LAWS AND REGULATIONS

- 1) Students may enroll and attend an adult education program that is approved by the State Board of Elementary and Secondary Education if the following condition(s) exist:
 - a. a student is at least seventeen years of age
 - b. a student is incarcerated in an adult correctional facility
 - c. pregnant or actively parenting
 - d. institutionalized or living in a Residential Facility
 - e. family or economic hardship
 - f. chronic physical or mental illness
- 2) A parent, tutor, or other person responsible for the school attendance of such a student who is enrolled in and is fulfilling the attendance requirements of an adult education program that is approved by the board shall be considered to be in compliance with the school attendance provisions R.S.17:221(l)1. A student, under eighteen years of age, who withdraws from school prior to graduating from high school, shall exercise one of the following options within one hundred twenty days of leaving school:
 - a. Re-enroll in school and make continual progress toward completing the requirements for high school graduation.
 - b. Enroll in a high school equivalency diploma program and make continual progress toward completing the requirements for earning such diploma.
 - c. Enlist in the Louisiana National Guard or a branch of the United States Armed Forces, with a commitment for at least two years of service, and earn a high school equivalency diploma during such service period.
 - d. The provisions of Subsection C of this Section shall apply only to students who have been ruled to be truants, pursuant to the provisions of Chapter 15 of Title VII of the Louisiana Children's Code, by a court of competent jurisdiction and ordered by the court to comply with the provisions thereof. R.S. 17:221.4C.
- 3) Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and the Director of the child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.
 - a. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.
 - b. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.
 - c. No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated.
 - d. **The principal of the school, or his/her designee, shall notify the parent or legal guardian upon a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with student's parent or legal guardian.** This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually

tardy. The student's parent or legal guardian shall sign a receipt for such notification. On the fifth unexcused absence, or fifth unexcused tardy the parent or legal guardian will be required to attend an Early Warning Workshop regarding the child's attendance. If the student's attendance is not corrected, the Director of Student Services will file a request for formal court with the District Attorney's office to enforce the compulsory attendance law. The parent or legal guardian of any student in kindergarten -12th grade who is considered habitually absent or habitually tardy pursuant to the provisions of this Section shall be in violation of the provisions of Subparagraph of this Paragraph and shall be punished as follows:

Whoever violates the provisions of this Subsection or R.S. 17:234 shall be fined not more than fifty dollars or the performance of not less than twenty-five hours of community service. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license. Any subsequent offense shall be punishable in accordance with R.S. 17:221(A) (2).

- e. Visiting teachers, or supervisors, of child welfare and attendance, with the approval of the parish or city superintendents of schools, shall file proceedings in court to enforce the provisions of this Subpart.
- f. No city, parish, or other local public school board shall deny admission or readmission to school of any student of suitable age who resides within the geographic boundaries of the school system unless such student is legally excluded from attending school.
- g. For purposes of this Subparagraph, an offense means a violation of this Subsection by the parent or legal guardian of a child who habitually absent or habitually tardy multiple offenses may result from violations involving different habitually absent or tardy children of that parent or legal guardian.
- h. In any case where the child is the subject of a court ordered custody or visitation plan, the parent or legal guardian who lawfully exercises actual physical custody or visitation of the child shall be responsible for the child's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days. The parent or legal guardian not exercising actual physical custody or visitation on the day of the absence or tardy shall not be in violation of this Section.
- i. If a student is less than eighteen years of age and is habitually absent or tardy as determined pursuant to this Section, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.
- j. For purposes of this Section, the term "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day.

TRUANCY

Allegations that a family is in need of services must assert whether the child is currently under the supervision of any state or local entity including, but not limited to the Department of Children and Family Services or the Department of Public Safety and Corrections, youth services, the office of juvenile justice and assert one or more of the following grounds:

- 1) That a child is truant or has willfully and repeatedly violated lawful school rules.
- 2) That a child is ungovernable.
- 3) That a child is a runaway.

- 4) That a child has repeatedly possessed or consumed intoxicating beverages, or that he/she has misrepresented or deceived his/her age for the purpose of purchasing or receiving such beverages from any person, or has repeatedly loitered around any place where such beverages are the principal commodities sold or handled.
- 5) That a child has committed an offense applicable only to children.
- 6) That a child under ten years of age has committed any act which if committed by an adult would be a crime under any federal, state, or local law.
- 7) That a caretaker has caused, encouraged or contributed to the child's behaviors enumerated in this article or to the commission of delinquent acts as defined in Title VIII.
- 8) That, after notice, a caretaker has willfully failed to attend a meeting with the child's teacher, school principal or other appropriate school employee to discuss the child's truancy, the child's repeated violation of school rules, or other serious educational problems of the child.
- 9) That a child has been found incompetent to proceed with a delinquency matter under Article 832. *Repealed by Acts 2012, No. 730*
- 10) A child found to have engaged in cyber bullying.