

PUPIL ATTENDANCE

I. ATTENDANCE POLICY

Good attendance fosters responsibility; it is essential for the success of an instructional program enabling students to achieve and to reach their full potential. In accordance with state law, it is the responsibility of every parent, tutor or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of the child at the school to which the student is assigned. Also, students below the age of seven (7) who legally enroll in school are subject to all LPSS policies and state laws regarding attendance.

II. MINIMUM ATTENDANCE REQUIREMENTS

Elementary and secondary students shall be present the minimum number of days as required by the Louisiana Board of Elementary and Secondary Education and enumerated in the [Louisiana Handbook for School Administrators, Bulletin 741](#), to receive credit for courses taken. Exception can be made only in the event of extended personal, physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician, dentist or nurse practitioner licensed in the state or observance of special and recognized holidays of the student's own faith. If other extenuating circumstances exist a parent must make a Formal Appeal for Extenuating Circumstances to the Supervisor of Child Welfare and Attendance who will approve or deny the request in writing in consultation with the school principal. Exception may also be made for schools operating on other than the traditional 182 day school calendar. Currently, the state's attendance policies require elementary students to be in attendance at least one-hundred sixty-seven (167) days per school year and high school students to be in attendance eighty-three and one half (83.5) days or the equivalent per semester course, or one hundred sixty-seven (167) days a school year for schools not operating on a semester basis, in order to be eligible to receive credit for courses taken. Elementary students may not miss more than ten (10) days per year in order to be eligible for promotion. High School students may not be absent for more than five (5) days in a year long course or two (2) days in a semester course in order to be eligible to earn a Carnegie Unit.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

III. PARENT NOTIFICATION OF ABSENCES

When a child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis, the school shall attempt to provide verbal notification and, if such verbal notification cannot be provided, then shall provide written notification to a child's parent, tutor, or legal guardian.

Likewise, the principal or his/her designee shall notify the parent or legal guardian in writing on or before the student's *third* unexcused absence or unexcused tardy and shall hold a conference with such 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. *Tardy*, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

IV. JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the Board's authority may extend beyond the limits set forth above, in accordance with state law.

REF: Louisiana Bulletin 741: Louisiana Handbook for School Administrators

LEGAL REF: LA R.S. 17:221

LEGAL REF: LA. R.S. 17:233

Adopted: 7/21/10