

ATTENDANCE

The Board believes regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend each class throughout the day.

Elementary and secondary students shall be present the minimum number of days as required by the State 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 illness verified by a physician's statement or if other extenuating circumstances exist and are approved by the Supervisor of Child Welfare in consultation with the school principal.

Whenever a student is absent from school for three (3) consecutive school days, each school shall attempt to verbally notify the student's parent, tutor, or legal guardian. If such verbal notification cannot be provided, the school shall provide written notification of the student's absence.

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 leaves the school campus in the afternoon. Students who choose to ride a bus shall be under the jurisdiction of the school from the time they board the bus until they exit 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.

TARDINESS

TARDINESS is defined as being late for school as well as to class once a student arrives at school. The consequences for being tardy shall be:

- First Tardy – Warning
- Second Tardy – Letter or telephone call requesting a conference and other assignment by administrator
- Third Tardy – Parent or guardian will be required to attend class with student for one hour or student may be given an alternative disciplinary option at the discretion of the administrator in lieu of a one day suspension
- Fourth and Subsequent Tardiness – Parent or guardian will be required to attend class with student additional time or student may be given an alternative disciplinary option at the discretion of the administrator in lieu of a one day suspension.

EARLY DISMISSAL

There should be an emergency or doctor's appointment in order to check a student out early.

Perfect attendance should not be granted to persons who leave early except in extenuating circumstances as determined by the principal.

Teachers should be sure to document roll book for students leaving early.

Early dismissal shall be treated the same as tardiness on a per semester basis.

Revised: December, 1991; Revised: June, 1993

Ref: La. Rev. Stat. Ann. §§17:221, 12:226, 17:227; Louisiana Handbook for School Administrators, Bulletin 741, State Department of Education; Board minutes, 2-16-93.

ATTENDANCE REGULATIONS

STUDENT ATTENDANCE

Schools shall administer attendance regulations in accordance with state and locally adopted policies.

Students shall be expected to be in attendance every student activity day scheduled by the local educational governing authority.

Elementary and Middle School students must be present a minimum of 160 days to be given credit for the year's work. Grades 9-12 must be present a minimum of 80 days per semester to be given credit for the courses taken. Exception can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance.

The principal may require a certificate from practicing physicians substantiating all

illnesses. He/she may also require written evidence from church activities relative to required religious observances.

The initial appeal of a grade of no credit (N/C) shall be made to the Discipline Committee at each school. Students may appeal the decision of the Local Discipline Committee to the Supervisor of Child Welfare and Attendance. The committee and the Supervisor of Child Welfare and Attendance shall make exceptions to the attendance regulations only for the following extenuating circumstances.

- Extended personal physical or emotional illness as verified by a physician.
- Extended hospital stay as verified by a physician.
- Extended recuperation from an accident as verified by a physician.
- Extended contagious disease within a family as verified by a physician.
- Prior school system approved travel for education.
- Death in the family. (Not to exceed one week.)
- Natural catastrophe and /or disaster.

For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the Board.

Students who are verified as meeting extenuating circumstances are eligible to receive grades upon completion of make-up work.

ABSENCES DUE TO SCHOOL APPROVED ACTIVITIES

Students who miss class to participate in school approved activities shall be considered present and be given the opportunity to make-up work.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include temporarily excused absences, unexcused absences and suspension.

TEMPORARILY EXCUSED ABSENCES

Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and shall be given the opportunity for make-up work.

UNEXCUSED ABSENCES

Students shall not be excused for any absence other than those listed and shall be given failing grades in those subjects for those days missed with no make-up allowed.

Students shall not be excused for any job including agriculture and domestic service even in their own homes for their own parents or tutors.

Any unexplained, unexcused, or illegal absence or habitual tardiness shall be reported to the Supervisor of Child Welfare and Attendance when necessary.

ABSENCES DUE TO SUSPENSIONS

Students missing school as a result of any suspension shall be counted as absent and shall be given failing grades for these days with no make-up work allowed.

HOMEBOUND INSTRUCTIONS

A student who as a result of physical illness, accident or the treatment thereof, is temporarily unable to attend school may be provided instructional services in the home or hospital environment when appropriate.

CONTAGIOUS DISEASES (MEDICAL PROBLEMS)

Students who have been identified as being a carrier of a contagious disease must visit a physician or the school nurse within one (1) day after the determination has been made. It is the responsibility of the parent to provide a note from the medical authority as to the status of the child's condition and date of readmittance.

STUDENT'S WITH MEDICAL CONDITIONS OR HEALTH PROBLEMS

It is the responsibility of the parent or legal guardian to contact the school nurse when a student has a medical condition or health problem. This must be done at the beginning of the year, or as soon as the parent/guardian becomes aware of the student's condition. This will enable you to discuss with the nurse the care your child may need at school.

CREDIT FOR ACADEMIC WORK

Students must meet the attendance requirements in order to receive grades.

High School

Students must be present 80 days per semester or will receive a NC (no credit).

Elementary

Students must be present 160 days per school session or will receive a NC (no credit).

CHECKING ATTENDANCE

An accurate record of attendance must be kept in homeroom and class. Attendance documentation should be kept first in the grade book. Teachers will place a small "a" when an absence is excused. If a student has been absent in homeroom or class on the previous day, in order to enter class, he must have an admit slip stating the excuse for the absence whether excused or unexcused. Students who have been suspended may not enter a class without an admission slip from the principal or principal's designee.

All written excuses shall be kept on file. Students must bring a valid excuse signed by a parent or legal guardian or doctor. Students should be instructed that they are to get their excuses and admission slips before the bell rings, or during homeroom. If a student has a written permit from his parent to leave campus during the day, he must bring this to the office in order to validate the permit.

Tardiness will be handled within the Assertive Discipline Plan.

Absentee slips shall be sent to the office immediately after homeroom period. Names on the absentee slip must be in alphabetical order. Students are not to counted present unless they are actually in the homeroom or class.

Teachers shall check attendance carefully each period. A list of absentees will be distributed before the end of first hour. Report immediately to the office any absence not on the list.

Revised: July, 1988

Ref: Board minutes, 9-6-88.

COMPULSORY SCHOOL ATTENDANCE AGES

Except as provided by law, every child in the state is required by state law to attend public or private school from the child's seventh (7th) birthday, until his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or private school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer the parent to the proper court. The only exceptions to the compulsory school attendance provisions of state law are as follows:

- Children mentally, physically, or emotionally incapacitated to perform school duties, and children unable to profit from further school experience, such exceptions to be certified in writing by a psychiatrist, psychologist, recognized evaluation centers or clinics, or other professionally qualified person or agency designated by the Board.
- Children temporarily excused from school, as follows:
 - Children who are ill and whose attendance in school would endanger their own health or that of their classmates, and who have a certificate of a physician licensed to practice in Louisiana verifying said illness;
 - Children in whose families there is serious illness which would reasonably necessitate the absence from school, if in the judgment of the Supervisor of Child Welfare and Attendance, such absence is justified, or if the illness is substantiated in writing by a licensed Louisiana physician;
 - Children in whose immediate family a death has occurred, such absence is not to exceed one week because of and at the time of such death; and

- Children whose religious faith requires absence for the observance of a special and recognized holy day of the child's own faith.
- A child between the ages of seventeen (17) and eighteen (18) may withdraw from school prior to graduation with the written consent of his/her parent or guardian. Such consent must be submitted to the Superintendent or designee.

The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an alternative education program or a vocational education program.

Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program In Louisiana.

The principal may require certificates from practicing physicians or dentist substantiating all illnesses. The principal may also require written evidence from church authorities relative to requiring religious observances.

Children granted excused absences for the above reasons shall be allowed to make up any schoolwork which was missed or failed to be completed during the prescribed time. In such instances, the student's grade will not be given until the make-up work has been completed.

Revised: August, 2001

Revised: June, 2002

Ref. La. Rev. Stat. Ann. §17:221, 17:226; Bulletin 741, Louisiana Handbook for School Administrators, Louisiana Department of Education.

Tangipahoa Parish School System Statement of Compliance Parent/Student/Teacher Compact

In compliance with Louisiana R. S. 17:235-2 (grades 1-12) and the No Child Left Behind Act of 2001 relative to commitment by school students and their parents or guardians, the Tangipahoa Parish School System has written a signed statement of compliance as required by law. This compliance statement is in regard to school attendance, homework assignments, and school rules.

A. Student Agreement

As a Student I will do the following:

1. I will attend school daily except when absent for reasons due to illness or other excused absence.
2. I will arrive at school on time each day.
3. I will demonstrate significant effort toward completing required homework assignments.
4. I will follow School and Classroom rules.

Signature of Student

Date

(Parent may sign for students in grades 1-3)

B. Parent/Guardian Agreement

As a Parent/Guardian I agree to the following:

1. I will ensure that my child attends schools daily except for reasons specified in A (1) of the student agreement.
2. I will ensure that my child will arrive at school on time each day.
3. I will ensure that my child will complete his or her homework assignments.
4. I will attend all required parent and teacher or principal conferences.

Signature of Parent/Guardian

Date

C. Teacher/Principal Agreement

As a Teacher/Principal, I agree to the following:

1. I agree on the first day of school I will be available to answer questions relative to the statements of compliance.
2. I agree to support the success of students in school.
3. I agree to provide students with an environment conducive to learning.
4. I agree to notify parents of students' progress and attendance.
5. I agree to provide time for Parent/Teacher conferences.

Signature of Teacher

Date

Signature of Principal

Date

Reviewed and submitted August 8, 2008. Copies of this compact and statement of compliance will remain on file at the school.