



ATTENDANCE & TRUANCY POLICY

December 17, 2008

Elementary students (Kindergarten through 8th) shall be in attendance a minimum of 160 days a school year. They shall not exceed 17 days per year of absences.

Louisiana State Law mandates compulsory school attendance and students are expected to be in attendance every school day scheduled by the local school board until their eighteenth (18th) birthday.

The only exception to the attendance regulation shall be extenuating circumstances that are verified by the Principal and the Counselor. Only the following shall be considered extenuating circumstances under which absences shall be exempt from provisions of compulsory attendance laws:

1. Extended personal physical or emotional illness as verified by a physician or dentist.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician or dentist.
4. Extended contagious disease within a family as verified by a physician or dentist.
5. Prior school system approved travel for education.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.
8. For any other extenuating circumstances, parents may make a formal appeal in accordance with the due process procedures established by the school system.

All excuses, including original doctor / dentist verification for a student's absence must be presented to the school within five (5) days of the student's return to school to be considered for extenuating circumstances.

Louisiana Department of Education defined Truancy as five (5) unexcused absences or five (5) unexcused tardies to school in a one month period where a month is defined as:

- Any 30 days span or
- A calendar month

* AUTHORITY NOTE: Promulgated in accordance with R.S. 17:221; R.S. 17:226; R.S. 17:233.*

233. Cases of habitual absence and/or tardiness referred to juvenile or family court

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of 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.

B. (1) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or if a pattern of five absences a month is established. The student's principal or the principal's designee, with the aid of the teachers, shall file a written report showing dates of absence or tardiness, dates and results of school contacts with the home, and such other information as may be needed by the visiting teacher or supervisor of child welfare and attendance.

B. (2) In a nonpublic school, a student shall be considered habitually absent or tardy only when the student has been absent or tardy for more than five (5) days within any month without approval of the parent or other person responsible for the student's school attendance and when the student's principal has filed a written report showing dates of absence or tardiness and dates and results of school contacts with the home.

Acts 1990, No. 158, & 2, eff. July 1, 1990; Acts 1994, 3rd Ex. Sess., No. 103, & 1, eff. July 7, 1994.

If you know your child will be late, please advise the school ahead of time if possible. The school will, of course, make exceptions for unusual weather, traffic, or other emergency occurrences. A child not in class **by 8:00 a.m. is considered late.**

A parent must escort the child to the front desk to pick up a late slip before going into the classroom. There is a \$5.00 per family processing fee for the late slip.

Student's Full Name: _____

I have read and understand the Attendance Regulations and the Truancy Criteria for the International School of Louisiana.

Parent Signature: _____ **Date:** _____

If you have any questions or concerns regarding the school's Attendance & Truancy Policy, contact the Principal, Mrs. Melanie Tennyson, at 504.654.1088 or mtennyson@isl-edu.org