

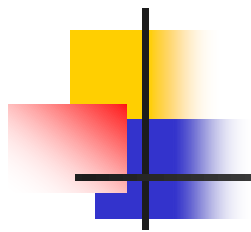
JEFFERSON PARISH TRUANCY ASSESSMENT & SERVICE CENTER (TASC)

Program Procedures
2023-2024

Thomas Hebert, Executive Director



Truancy Process



TASC

1. We are an informal process servicing K-5 elementary schools.
2. Each school is assigned a Hearing Officer.
3. TASC will accept, screen, and assign Function 1 or 2 status to referrals.
4. Referrals that require a TASC conference (Function 2s) will usually be held within 7-10 days of TASC receiving it.
5. Conference dates/times will be sent to designee.
6. Parents will be placed on contract (IFSPA) and child's attendance will be monitored.
7. TASC will monitor cases monthly.
8. Subsequent actions will occur to parents who fail to comply with conditions of IFSPA.

SCHOOL

1. Identify students who have 5-10 unexcused absences during 1st semester and 5-14 unexcused absences during the 2nd semester, using discretion (i.e., past history of truancy, parental neglect, ...).
2. School designee completes referral process (Referral Form and Risk Indicator I) and either faxes or emails to TASC. Date the referral form the same date as referral faxed or emailed.
3. Referrals should be sent by person designated by school principal to work with TASC.
4. Upon receiving conference date/time, send Notice to Appear home with the child **and** mail a copy to the home.
5. Update monthly monitoring reports by **15th of each month**. (Return only report to TASC—no other supporting documentation).
6. If siblings are involved, please refer at the same time.



Do Not Refer

Cases involving:

- Lice
- Children hospitalized
- Chronic illness
- Students Out of the Country
- Students Out of District
- Students already receiving medical assistance
- Extenuating circumstances preventing a child from attending school (i.e. house fire, death in the family...)
- On-going court, probation, or FINS

Schools By Hearing Officer

Arlene Reynolds 319-9125	Dalton Simmons 220-9390	Clothilde Cobert 722-9178	Tiffany Nelson 723-3991	Ron Simmons 234-3144
Birney	Clancy	L. Collins	Bridgedale	Pittman
Greenlawn	George Cox	Johnson Gretna	Bunche	
Hearst	Hart	Kerner	Green Park	Lincoln
Riviere	Isaac Joseph	Solis	Keller	Truman
Schneckenburger	Terrytown		McDonogh 26	
<u>Officer assigned per case:</u> Airline Park Academy Gretna #2 Metairie Academy Ray St. Pierre Academy Ruppel Academie				

TASC STAFF

1425 Walkertown Way

Marrero, LA 70072

Office: 504-570-6478

Fax: 504-826-9138

Office Hours: Monday-Friday; 7:30 am to 2:30 pm



Thomas Hebert, Executive Director

Tiffany Nelson, Hearing Officer

Arlene Reynolds, Hearing Officer

Dalton Simmons, Hearing Officer

Clothilde Cobert, Hearing Officer

Ron Simmons, Hearing Officer

Kathy Desselle, Administrative Assistant

Amber Allo, Administrative Supervisor



TASC Forms
