



St. Mary Parish Public Schools

OFFICIAL NOTIFICATION OF ABSENCES & LATE-TO-SCHOOL (LTS) TARDIES

- Records reflect documentation of excuses for absences submitted thus far. Doctors' excuses not yet submitted must be submitted promptly.
- Habitual absences or late-to-school tardies shall be reported to Child Welfare and Attendance and to the appropriate juvenile court (R.S. 17:233).
- The parent/legal guardian of a truant student is obligated by law to attend meetings at the school on at least a monthly basis until the student has caught up on missed schoolwork (R.S.17:233).
- Noncompliance with the provisions of state law will subject parents/legal guardians to penalties under R.S. 14:92.2.

TRUANCY PROTOCOLS – UNEXCUSED ABSENCES & LATE-TO-SCHOOL TARDIES

Three (3)

- In addition to this notice of the consequences for additional unexcused absences and late-to-school tardies, the principal will contact the parent/legal guardian to discuss the parent's/legal guardian's responsibility to enforce the student's attendance and punctuality as well as the civil penalties that may be incurred if the student is habitually absent or late for school.
- Parents/legal guardians receiving this notification are asked to contact the school.

Five (5)

- In addition to this communication, the principal shall hold a mandatory conference with a parent/legal guardian. The parent/legal guardian must attend the conference (R.S.17:233).
- For additional unexcused absences or late-to-school tardies, the student will be referred to the district's Truancy Support Panel.
- If a parent/legal guardian cannot be reached, the principal will request a wellness check to be completed by the School Resource Officer.
- Parents/legal guardians receiving this notification are asked to contact the school.

Seven (7)

- The principal will notify the Truancy Support Panel.
- The parent/legal guardian and the student will attend a Truancy Hearing. The Truancy Support Panel will contact a parent/legal guardian with hearing details.
- If the student and his or her parent/legal guardian do not attend the scheduled Truancy Hearing, the student will be referred to the appropriate juvenile court.
- Parents/legal guardians receiving this notification are asked to contact the school.

Ten (10)

- In addition to this communication, the parent/legal guardian and the student will be referred to the appropriate juvenile court. The court will determine civil penalties that may be incurred, the need for prosecution, and/or the sanctions placed upon the student and parents/legal guardians.
- Parents/legal guardians receiving this notification are asked to contact the school.

NON-ATTENDANCE FAILURE

- Grades K-8: The 11th unexcused absence will result in a non-attendance failure for the school year.
- Grades 9-12: On block scheduling, the 7th unexcused absence will result in a non-attendance failure for the semester.

STUDENT DRIVERS

- Driving to school is a privilege, and principals have the authority to revoke this privilege from students who are habitually late for school (5 or more LTS Tardies).
- In accordance with RS 32:431, a student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. It is the policy of the St. Mary Parish School Board to provide written notification of a minor student determined to be habitually absent or late for school to the Louisiana *Office of Motor Vehicles* for denial or suspension of driving privileges (JBH).