

Section VII

Attendance



ATTENDANCE

REQUIREMENTS

Parents and guardians are required by State Law to send their children to school who have attained the age of seven until their eighteenth birthday.

Any child below the age of seven, who legally enrolls in school, shall be subject to compulsory attendance laws (R.S. 17:221). Certain exceptions apply and the Office of Child Welfare and Attendance should be contacted for additional information.

MINIMUM ATTENDANCE REQUIREMENTS APPROVED BY BESE

LENGTH OF SCHOOL DAY AND YEAR

The minimum school day for grades one through twelve shall consist of three hundred eighty (380) minutes of instructional time, exclusive of all recesses. The minimum school year shall consist of one hundred seventy-one (171) days of instruction. However, in order to provide teacher training, provide for the safety and well-being of students, or implement other educational reform efforts, the Rapides Parish School Board may authorize some or all of its schools to modify the total number of instructional minutes per day and instructional days per year as long as the minimum total number of instructional minutes per year is no less than 63,720 instructional minutes.

Revised: May, 2013

ACT 166 of HB 95, Regular Session, 2011

Provides that a child at least 17 years of age who obtains a GED shall be considered exited from high school and is therefore not subject to the compulsory attendance law.

ACT 666

This act adds certain sanctions to students under 18 years of age who withdraw from school prior to graduating providing those students are declared by the juvenile court to be truants as defined in the Louisiana Children's Code.

Students under the age of 18 who withdraw from school prior to graduating may be required to re-enroll in school, in a high school equivalency program or to enlist in the National Guard or U.S. Armed Forces if those students have been proved to be truant by an order of the juvenile court.

Pursuant to R.S. 17:221.4, a parent or guardian of more than one child born at the same birth event (twins) may request that such children be initially placed in the same classroom or in separate classrooms if the children are enrolled in the same grade level at the same public elementary school subject to review by the administration as provided in said statute, and further subject to the requirement that such requests are valid only through the enrollment of the children in the 2nd grade or below.

FILE: JB
Cf: JBD, JD

ATTENDANCE

The Rapides Parish School Board believes regular attendance in 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 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 illness verified by a physician's, dentist's, or nurse practitioner's statement or if other extenuating circumstances exist and are approved by the Supervisor of Child Welfare and Attendance in consultation with the school principal.

Note: The maximum number of student days is **171 days** equivalent to **64,980 instructional minutes** and equal to **380 minutes per day**.

The first semester dates are: August 7, 2026 - December 18, 2026

The second semester dates are: January 5, 2027 – May 20, 2027

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.

When a child has been absent from school for **three (3)** consecutive school days or in excess a total of **five (5)** nonconsecutive days 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 or legal guardian.

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.

PERFECT ATTENDANCE

Perfect attendance requires a student to not be absent from school. If a student is absent for at least one-half (.5) day, he/she shall not have perfect attendance for the school year.

FILE: JBD
Cf: JB, JBA, JGFC

STUDENT ABSENCES AND EXCUSES

The Rapides Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-authorized field trips or other school approved activities.

- Half-day attendance - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- Whole-day attendance - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

FILE: JBD
Cf: JB, JBA
Cf: JDD, JGFC

STUDENT ABSENCES AND EXCUSES

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *third* unexcused absence or unexcused occurrence of being 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.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that 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 accumulation of days absent need not be consecutive.

No public elementary or secondary school Student shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the Student's school attendance of any such prohibited absence by a Student.

TYPES OF ABSENCES

The *days absent* for elementary and secondary school students shall include *non-exempted excused absences*, *exempted excused absences*, *unexcused absences*, and *suspensions*.

- A. ***Non-exempted excused absences*** are absences of two (2) or fewer consecutive school days/incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
- B. ***Exempted excused absences*** are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed and receive credit for a course and/or school year completed.
- C. ***Unexcused absences*** are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
- D. ***Suspensions*** are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

Only the following shall be considered extenuating circumstances under which absences shall be exempt from provisions of compulsory attendance laws as verified by the Supervisor of Child Welfare and Attendance, the school principal or designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction as required to receive credit:

1. Extended personal physical or emotional illness as verified by a physician, licensed mental / behavioral health provider, or nurse practitioner licensed in the state;
2. Extended hospital stay in which a student is absent as verified by a physician or dentist;
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state;
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials; or
6. Observance of special and recognized holidays of the student's own faith;
7. As provided by Act 142 of 2008, a child whose parent is a member of the Armed Forces or National Guard and whose parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting shall be granted not more than five school days per school year to visit with the parent prior to the parent's deployment or during the parent's leave and upon returning to school the student shall be permitted to complete all class assignments and tests missed during the absence. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system. Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course;

8. Absences as verified by the principal or his/her designee as stated below:
 - a) Prior school system approved travel for education;
 - b) Death in the immediate family (not to exceed one week);
 - c) Natural catastrophe and/or disaster
9. Mandated court appearance as verified by a Court Official (Board approval)
10. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the process procedures established by the LEA.

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentists', licensed mental / behavioral health provider, or nurse practitioner's written statement of student's incapacity to attend school is acceptable. All excuses for a student's absence, including medical verification of extended personal illness must be presented within three (3) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make-up work missed. After three (3) school days, no documentation shall be accepted. All make-up work should be completed and handed in within a reasonable time.

PARENTAL NOTES

Parent notes may be used to excuse a total of four (4) days of absences per school year. The four days may be used consecutively or intermittently and must be documented through one or more parent notes.

FILE: JB
Cf: JBA, JBD
Cf: JBE, JD

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.

REPORTING ABSENCES

The attendance of all school Students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall after written notice to the parent or tutor of a child or a personal visit of notification, report any such child as habitually absents himself from school or as is habitually tardy to the family court judge of the parish as a delinquent child, there to be dealt with in such manner as the court may determine.

CALCULATING ABSENCES

The instructional day for Rapides Parish Schools is equal to **380 minutes**.

Kindergarten through non-departmentalized 6th grades shall use the following percentages of the instructional day to determine attendance.

25% or less (**95 minutes or less**) of a student's instructional day is equal to 0 day attendance.

More than 25% but not more than 50% (**95 -190 minutes**) of a student's instructional day is equal to 50% day attendance.

More than 50% (**190-380 minutes**) of a student's instructional day is equal to 1 day attendance.

Departmentalized 6th through 12th grades shall be kept by periods as follows:

- Attendance for 1 period or less is equal to 0 day attendance.
- Attendance for 2-3 periods is equal to **50% day attendance**.
- Attendance for 4-7 periods is equal to 1 day attendance.

NOTE: For schools counting attendance by periods, a student shall be present for more than 50% of a period to be counted as being in attendance for that period.

In some instances, 100% of a student's instructional day may be less than half a school day. This can occur if a high school student is enrolled in only three (3) courses per day. If he/she attends one period, then he/she has been in attendance for one-half day.

APPEAL OF ABSENCES

All absences shall count toward the total number of absences accumulated by a student, whether the absence is excused or unexcused. When the student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school 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.

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardiness on the part of students shall not be tolerated.

Students who are tardy for class shall be Subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be late for class after appropriate disciplinary action shall be notified for a conference with the principal, and the student may be subject to suspension from school. All regulations concerning tardiness of students shall be strictly followed, unless the principal determines otherwise.

Revised: February, 2001

Revised: April, 2008

Approved: June, 2008

Revised: September, 2008

Revised: August, 2010

Revised: May, 2011

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:230, 17:232; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 12-8-92, 10-6-98, 6-3-08.

ACT 644

This act requires the school principal or designee to notify the parent or guardian in writing on or before a student's third unexcused absence or tardy, and requires that the principal or designee shall hold a conference with the student's parent or guardian. The written notification shall include information relative to the guardian's 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.

“On or before the student’s third unexcused absence or unexcused occurrence of being tardy, the principal shall notify the parent or legal guardian in writing and hold a conference with that person. The written notification shall provide notice of the criminal penalties as described above and the fact that under R.S. 17:233 and other laws, school personnel are required to refer to the juvenile court students who are habitually absent or habitually tardy, and further that upon such designation a student under the age of 18 may have driver’s license and driving privileges suspended by the Department of Public Safety pursuant to R.S. 17:233(C) and other laws, and further may be denied promotion in school in accordance with state law and board policy.” The written notice form which the principal or designee must give the parent should provide as follows:

NOTICE TO PARENT OR GUARDIAN OF _____, A STUDENT ATTENDING _____,
RAPIDES PARISH SCHOOL

DEAR _____:
Parent/guardian

UNDER STATE LAW, I, THE PRINCIPAL OR DESIGNEE OF THE SCHOOL NAMED ABOVE, HEREBY NOTIFY YOU THAT THE STUDENT NAMED ABOVE HAS ACCUMULATED THREE UNEXCUSED ABSENCES __ OR THREE UNEXCUSED TARDIES . AT OUR CONFERENCE HELD ON THIS _____ DAY OF __, 20 __, AT A.M./P.M. AT THE PRINCIPAL’S OFFICE OF THE SCHOOL NAMED ABOVE, I PROVIDED YOU THIS NOTIFICATION IN ACCORDANCE WITH R.S. 17:233(B)(1)(C) AND HAVE WARNED YOU OF THE CONSEQUENCES OF THE STUDENT’S BEING DECLARED TO BE HABITUALLY TARDY OR HABITUALLY ABSENT, INCLUDING THE POSSIBILITY OF YOU, AS A PARENT OR GUARDIAN, MAY BE SUBJECT TO CRIMINAL PROSECUTION AND IMPOSITION OF FINES AND JAIL SENTENCES UNDER R.S. 17:233 AND R.S. 14:92.2. ADDITIONALLY, IF THIS OCCURS, CIVIL CONSEQUENCES MAY OCCUR FROM THIS DESIGNATION, INCLUDING SUSPENSION OF THE STUDENT’S DRIVER’S LICENSE AND DRIVING PRIVILEGES BY THE LOUISIANA DEPARTMENT OF PUBLIC SAFETY UNDER R.S. 17:233(C), DENIAL OF THE STUDENT’S PROMOTION IN ACCORDANCE WITH THE BOARD’S ATTENDANCE POLICY AND STATE LAW, AND REFERRAL OF THE STUDENT AND PARENTS/GUARDIANS TO JUVENILE COURT FOR PROCEEDINGS UNDER THE LOUISIANA CHILDRENS CODE.

PLEASE SIGN A DUPLICATE OF THIS NOTICE AS REQUIRED BY STATE LAW INDICATING THAT YOU HAVE RECEIVED THIS WARNING AND NOTIFICATION.

Signature of Principal or Designee

RECEIVED AND SIGNED THIS _____ DAY OF _____, 20 ____.

“PARENTAL RESPONSIBILITY FOR HABITUAL TARDINESS OR ABSENCE OF STUDENTS:

Parents and legal guardians are advised that if they intentionally or through criminal negligence permit a minor child to be habitually absent or tardy to school, they are subject to criminal prosecution and the imposition of fines and jail sentences under R.S. 17:233 and R.S. 14:92.2.” 7/09

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:230, 17:232; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 12-8-92, 10-6-98, 6-3-08.

R.S. 17:233 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 or Title VII of the Louisiana Children's Code relative to Families in Need in 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 provide for the child, or otherwise.
- B. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth tardy within any school semester

LATE ARRIVAL AND PARISH TARDY POLICIES

LATE ARRIVAL POLICY

Grades 6-12

A "Late Arrival to School" is any student that arrives at school and reports to class more than five minutes after the school's tardy bell sounds at the beginning of the school day. "Late Arrivals to School" may be detained until the start of the next class period. The student may be given an un-excused absence for all class time missed and the following disciplinary actions will be administered.

1st offense - Detention (in accordance with the individual school's policy for detention)

2nd offense – Detention

3rd offense - Parent Contact and Detention

4th offense – Suspension

- Any student coming to school five (5) minutes after the tardy bell shall check with the attendance clerk to receive admittance to class.
- Late arrivals may be excused according to Rapides Parish Excused Attendance Policy.
- Disciplinary actions will be repeated for all subsequent offenses.

Note: Students late for the start of school by no more than five minutes after the tardy bell will be considered tardy and the school's tardy policy will be enforced.

TARDY POLICY

Grades K-5/6

Rapides Parish School Board Policy states that after five minutes, the student is considered truant or absent from school.

1. The school day is 380 minutes. All students must be in the classroom when the tardy bell sounds to start the school day.
2. Students will be considered tardy to school if they are not in their classes and seats before the tardy bell rings. The tardy bell will ring five minutes after the sound of the bell that starts the school day.
3. Students arriving after the tardy bell must report to the office with a parent or guardian to be signed in. A reason must be given at that time and a Tardy Slip is issued to the student and kept on file by the teacher.
4. Un-excused habitual tardiness, whether caused by the student or parent, is counterproductive to the educational process. Habitual tardiness will be dealt within the following manner:
 - a. On the first tardy, parents shall be contacted in person or by telephone.
 - b. On the second and third tardy, the student, principal and counselor will have a conference to determine if a problem exists. A letter will be sent to the parents.
 - c. On the fourth tardy, the parents must have a conference at school with the principal and counselor.
 - d. On the fifth and all subsequent tardies, the matter will be turned over to one or more of the following agencies: The Child Welfare and Attendance Office or the Families in Need of Services (FINS).
5. Children should not be checked out of school early, unless it is for an appointment or another absolutely necessary reason. Checking your child out early not only causes them to miss valuable instruction, but can cause an interruption in the instruction of other students.
6. Tardies and early check-outs will be excused for doctor or dentist appointments with a note, attendance at a funeral of an immediate family member, and other extenuating circumstances approved by the principal.

Grades 6-12

Rapides Parish School Board Policy states that students who are tardy to school or class less than five minutes should be treated as a discipline problem. After five minutes, the student is considered truant or absent from school or class. The tardy bell will ring five minutes after the sound of the bell that starts the school day.

Students will be considered tardy if they are not in their classes and seats before the tardy bell rings.

Tardies will be dealt with by each grading period. Tardiness causes classroom disruptions and time may not be available to allow students to make up missed work. Therefore, grades may suffer.

CASES OF HABITUAL ABSENCE OR HABITUAL TARDINESS

A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or unexcused tardiness within any school semester. It is the responsibility of the parent or legal guardian of the student to enforce the attendance of the student at the school to which the student is assigned, and the principal of the school or designee shall notify the parent or legal guardian in writing upon a student's third unexcused absence or unexcused tardy and shall hold a conference with such parent or guardian and the parent or guardian shall sign a receipt for the notification. **The parent or legal guardian of any student in kindergarten through grade 8 who is considered habitually absent or habitually tardy shall be in violation of the school attendance law and may be punished by criminal prosecution.** The term 'tardy' shall include, but not limited to, leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day, but shall not include reporting late to class when transferring from one class to another during the day.

EXCUSED TARDY

1. Doctor appointments (doctor's excuse submitted at time of arrival)
2. Attending funerals of immediate family members (parent note submitted upon return)
3. Extenuating circumstances (approved by principal on an individual basis)

All other tardies will be considered un-excused and will be dealt with in the following manner:

- A. First Offense – Detention
- B. Second Offense – Detention
- C. Third Offense – Detention Contact of parent by principal/assistant principal either byphone/letter.
- D. Fourth Offense - Student will serve one School-based Detention with Louisiana Behavioral Report being completed and filed. (Failure to serve assigned School-based Detention shall result in an out of school suspension being assigned)
- E. Fifth and subsequent Offenses - Student will serve a one day out of school suspension at the appropriate detention center and the following agencies will be notified: Child Welfare and Attendance Office, State Child Protection Office, Families in Need of Services (FINS) and the appropriate Juvenile Court.

TRUANCY

Any student who has missed five (5) or more unexcused days from school shall be referred to the Family in Need of Service (FINS) for assistance. All truancy referrals shall be referred to the Juvenile Court by the Director of Child Welfare and Attendance.

THE AMENDMENT TO THE SCHOOL COMPULSORY ATTENDANCE LAW

In accordance with Act 59 of the 2003 legislature, 16 year olds may be exempted from the attendance requirement with the superintendent's permission.

CHECK OUT POLICY

Children should not be checked out of school early, unless it is for an appointment or another absolutely necessary reason. Checking your child out early not only causes them to miss valuable instruction, but can also cause an interruption in the instruction of other students. Early checkouts will be excused for doctor or dentist appointments with a note, attendance at a funeral of an immediate family member, and other extenuating circumstances approved by the principal. Except in cases of extreme personal emergencies, during the last 30 minutes of the school day, no student will be allowed to check out of school.

Grades 6-12

Unexcused checkouts during the school day will be dealt with in the following manner:

- 1st offense: Detention (in accordance with the individual school's policy for detention)
- 2nd offense: Detention
- 3rd offense: Parent Contact and Detention
- 4th offense: Suspension

Disciplinary actions will be repeated for all subsequent offenses.

Grades K-5/6

Unexcused checkouts during the school day will be dealt with in the following manner:

- 1st offense: Parents shall be contacted in person or by telephone
- 2nd offense: Letter to parent
- 3rd offense: Conference at school with principal, counselor, student and parent
- 4th offense: The matter will be turned over to one or more of the following agencies:

The Child Welfare and Attendance Office or the Families in Need Services (FINS) R.S. 17:226.1 as ACT No. 147 in the 2005 Regular Session of the Legislature "In addition to the exemptions contained in R.S. 17:226, any minor employed to perform or render artistic or creative services under a subject to Chapter 32 of Title 51 of the Louisiana Revised Statutes of 1950, shall be exempt from the provisions of this Subpart for those days during which the minor is engaged in rendering artistic or creative services to such contract and for which instruction is required pursuant to R.S. 51:21:2134".

CREDIT RECOVERY

The Rapides Parish School Board shall conduct a credit recovery program designed to allow students an opportunity to earn high school credit for courses they have failed in the past. The program shall be intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate.

Credit recovery courses shall be aligned with Louisiana Board of Elementary and Secondary Education (BESE) approved statewide course content standards for required subjects. Credit recovery courses taught in a classroom setting using computer software programs designed for credit recovery must be facilitated by a certified teacher. Additional instruction to cover standards and grade-level expectations not included in the software programs shall be provided by a teacher properly certified in the content area.

Students earning Carnegie credit in a credit recovery course must have previously taken and failed the course. Students shall not be required to meet minimum attendance requirements for credit recovery courses, provided students have met attendance requirements when they took the course previously or the students' combined attendance during the previous course and the credit recovery course meet the necessary attendance requirements.

New policy: May, 2013

2024 Regular Session - HB NO. 629 - ACT No. 386

AN ACT to amend and reenact R.S. 17:233(B)(1)(b), relative to truancy; to provide for parental and school responsibilities with respect to truant students; to provide for criminal penalties; and to provide for related matters. Be it enacted by the Legislature of Louisiana: Section 1. R.S. 17:233(B)(1)(b) is hereby amended and reenacted to read as follows: §233. Cases of habitual absence or tardiness referred to juvenile or family court; denial or suspension of driving privileges; parental responsibilities. B.(1) (b)(i) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the school board until the students has caught up with his school work. The parent shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his missed school work and any assistance fair conducted by the school district that provides information on supports available to families. Failure to comply with the provisions of this Item may subject a parent to the penalties provided in R.S. 14:92.2. (ii) The principal of each school or his designee shall note any concerns that school personnel have relative to a child's school attendance on the back of any Supplemental Security Income form that the school receives relative to that child.