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**Natchitoches Parish Truancy Policy
School Year 2024-2025**

TO PARENT(S) OR GUARDIAN(S):

This is to inform you of the Natchitoches Parish Truancy Policy for this school year. A child's education is one of the most important factors contributing to their future well-being. For this reason, my office is working in conjunction with Natchitoches Parish schools to ensure each child's opportunity to an education. Therefore, the truancy procedure that will be followed by each school in Natchitoches Parish, as well as the Natchitoches Parish District Attorney's Office, is as follows:

Parent/Guardian is to:

- Keep an updated current physical and mailing address with the school.
- Keep an updated current working contact phone number with the school.
- Ensure that the student is present in class at the start of school each day.

Excused Absences:

- **Doctor Excuses** – A doctor's excuse will excuse the child's absence. The doctor's excuse must be turned in within 3 school days, no exceptions. Advise your school promptly if the doctor's excuse is for several consecutive days.
- **Email/Fax to School Monitor** – To make sure the school receives these excuses; parents may contact the attendance monitor for their school to submit the excuses by email or fax.

Unexcused Absences / Truancy Procedure: (K-8)

- **At 3 unexcused absences (Warning)**, the attendance monitor for the school will send a warning letter to the parent(s)/guardian(s). (9-12) – 2 unexcused absences
- **At 5 unexcused absences (Meeting/Phone Conference)**, the attendance monitor for the school will have a meeting/phone conference with the parent(s)/guardian(s). The District Attorney's Office will send a warning letter to the parent(s)/guardian(s). (9-12) 3 unexcused absences
- **At 8 unexcused absences (Conference/Court)**, the parent(s)/guardian(s) and the child will be required to attend a conference with the District Attorney's Office. The District Attorney may file a petition/motion for the parent(s)/guardian(s) attendance in Court. Any further unexcused absences will be subject to court proceedings. (9-12) 5 unexcused absences
- **At 10 unexcused absences**, the student may fail for that school year.

- **High School Absences** – Due to graduation requirements, absences are counted on a class-by-class basis.
- Parents/guardian(s) that are charged with Improper Supervision of a Minor for truancy may be subject to the following:
 - Not more than 90 days in the parish jail, served or suspended; supervised probation; perform 40 hours of community service; the parent(s)/guardian(s) may have to complete a parenting class; fine plus court costs; the student is not to have any more unexcused absences.
- At the age of 10, a student can be prosecuted for truancy, and they may be subject to the following:
 - Sentenced to Office of Juvenile Justice time to be served or suspended; Be placed on supervised probation through Office of Juvenile Justice; and if the student is charged in the latter part of the school year, the probation may be extended to mid-term of the following school year; Perform community service; not to have any more unexcused absences; student may be required to attend the allotted seat time days that will be set up through their respective school (pertains only to high school students).

This acknowledgment must be signed and returned to school.
Let's all do our part to ensure our students have a great school year!

Yours truly,



BILLY JOE HARRINGTON
 Natchitoches Parish District Attorney

Please sign below. By signing this, you are acknowledging that you received, understand, and agree to the terms of the policies regarding truancy set forth by Natchitoches Parish School Board and the Natchitoches Parish District Attorney's Office.

Student Signature: _____

Parent(s)/Guardian(s): _____

Parent(s)/Guardian(s): _____

Both parent(s)/Guardian(s) and the student must sign AND return to school