

# JEFFERSON PARISH Informal FINS

Elementary Schools (PK-8)

Middle (6-8)

High (9-12)

## Attendance Referrals:

### Truancy/Excessive Absences

- **Aug-Dec (1<sup>st</sup> semester)**
  - Refer at 4 days for elementary school
  - Refer at 4 days for middle school
  - Refer at 4 days for high school
- **Jan-end of year (2<sup>nd</sup> semester)**
  - Refer at 8 days for elementary school
  - Refer at 8 days for middle school
  - Refer at 8 days for high school

### Criteria

- **Absences are verified to be unexcused**
- **Student has a past history of truancy according to records on file**
- **Absences are negatively affecting academics**
- **Students who reach 12 tardies to school may be referred for truancy**

### Special Education students:

- Refer SPED students when they are truant using the same criteria as regular education students

Please **do not** refer when:

- Parents are responsive to school's concerns regarding child
- Student was hospitalized & contact was made with parent
- Student has medical documentation on file
- Student absent for religious holiday, death in family, or has medical notes
- Student's parent has written notes for 1-2 consecutive days
- Absences are due to Covid-19 or lice

All **truancy** referrals must be received by last day in March

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## Discipline referrals:

Refer child at 3<sup>rd</sup> suspension provided that 3 of these are in place:

- A/BIT interventions have started for regular education students
- Child has been seen by school social worker/counselor for interventions
- School has held or attempted to hold a parent conference
- Interventions are not affecting behavior change & student continues to violate school rules

## Special Education students:

- Refer SPED students with behavioral issues only when parents do not attend IEP meetings
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**Refer all students at the time of expulsion unless student has committed a delinquent act and/or been arrested. (example: theft, drugs, assault, etc.)**

Please **do not** refer when:

- The family has accessed services for the student and is actively participating in those services
- The parent is responsive to the school's concerns & is willing to work with the school social worker/counselor & accepts referrals to community services
- **Abuse or neglect is known or suspected. Refer to DCFS at 1-855-452-5437**

All **behavior** referrals will be accepted until the end of the school year.