

Cankton Elementary School

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Attendance Policy

- **Student Right** – students have the right to pursue, through study and application, a quality education at public expense and to attain personal goals through participation in the entire school program

- **Student Responsibility** – in order to obtain a quality education, students must attend all classes daily, be on time for all classes, and obey school, district, state and federal policy and regulations

- **Louisiana Law** – Louisiana law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their child for every day scheduled by the School Board until their 18th birthday, unless the student graduates before their 18th birthday, LA R.S.221(A)

- **Parent Responsibility** – the responsibility for a student attending school lies with the parents or the legal guardian. If a student is chronically absent or chronically late (tardy) to school or class, the parent and/or student shall be referred to the Office of Child Welfare and Attendance. If attendance does not improve, the parent shall be referred to the St. Landry Parish City Prosecutor and Opelousas City Court.

- **Unexcused Absences** – Pre-K through 8th grade students ***are not allowed to exceed ten (10) unexcused absences*** within a school year. Students with 11 or more unexcused absences within a school year will be considered to **not have met** the promotional requirements as outlined in the St. Landry Parish Pupil Progression Plan and may have to make-up missed instructional time through attendance at summer school and/or may be retained in their current grade level.

- **Excused Absences –** in order for an absence to be excused, proper documentation must be submitted ***within five (5) days*** of the student's return to school date. Proper documentation includes an original doctor's excuse, discharge from a hospital, documentation from a funeral home notifying of a death in the immediate family, etc. (see page 24 of SLP Student Handbook)

- **Parent Note** – absences of *two or fewer (1 or 2) consecutive days* due to personal illness or serious illness in the family may be validated by a parent's written excuse note. ***No more than five (5) school days per school year may be marked excused by a parent's written note.***

- **Tardy** - Students arriving ***after 7:40 a.m.*** are considered **TARDY** and **MUST** be signed in by a parent or guardian in the office. Students will receive an "admit slip" to report to class. Unexcused tardies are considered absences in the classes that are missed. Students with excessive unexcused tardies (5 or more) will be referred to the St. Landry Parish Child Welfare and Attendance Department for truancy.

- **Missed Work –** parents may contact the office or the child's teacher to arrange for classwork/homework to be picked-up for students missing three or more consecutive days.

- **Parent Contact –** parents will be contacted via telephone, letter, Rooms App, JCall and/or home visit on the 3, 6, 9, 12, 15, 18, etc. absence and/or tardy. Contact may be from the teacher, the school's Attendance Team and/or Administration.

- **LA15** - LA15s are automatically generated by the JCampus system on every fifth (5^{th}) absence and/or tardy. A copy of this letter will be sent home for parent signature. ***The parent/guardian must sign the LA15 and return it to school on the next day.***

- ***We are mandated to report every fifth (5^{th}) absence and/or tardy to the St. Landry Parish School Board Office of Child Welfare and Attendance. If attendance does not improve, the parent shall be referred to the St. Landry Parish City Prosecutor and Opelousas City Court for child truancy.***

- **FINS Referral** – a Department of Education FINS Referral is submitted to the St. Landry Parish School Board Office of Child Welfare and Attendance for any student that is truant. This referral is utilized to report truancy to the SLP City Prosecutor and Opelousas City Court.

(Please refer to pages 32 - 37 of the SLPSB Student Handbook and page 6 of the Cankton Elementary Student Handbook for the full Attendance Policy and additional information)

I have reviewed the St. Landry Parish School Board Attendance Policy and understand the information, requirements and processes outlined within the policy.

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Principal's Signature Date Signed

_____ _____

Parent's Signature Date Signed

_____ _____ _____

Child's Signature (Name) Grade Homeroom Teacher