



CANO Attendance and Absence Policy 2025-26

Tardy and Attendance Policy

In order for our academic program to be successful, it is absolutely essential that students be present in school on a consistent basis. The attendance policy at all CANO schools is reflective of what Louisiana requires for all children. Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 5 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 63,720 minutes to earn credit and be eligible for promotion to the next grade. Students are chronically absent if they miss 10% or more of school days for any reason.

***** Per Louisiana Law: School attendance, duty of parents and excessive absences are mandated to be reported.**

The state law holds parents responsible for the regular school attendance of their children. Parents or students who violate the school attendance law may be guilty of a petty misdemeanor.

If a student has one or more instances of tardiness or unexcused absences, the parent/guardian may expect the school to take one or more of the following actions:

- Phone call or letter to parent/guardian
- Parent/guardian conference at school
- Parent/guardian conference or home visit with the school social worker.

Excessive and unexcused absences/tardies will be turned over to the FINS or other appropriate accountability office as mandated by the District, the city or the state.

Students who are absent more than 10 days per school year may be retained unless they are officially excused from school. Louisiana state law considers a student to be habitually absent or tardy if the situation is not corrected after the fifth unexcused absence or the fifth unexcused occurrence of being tardy in a semester:

1. A doctor's excuse presented within 5 days of the absence is required for the absence to be excused. A death in the family should be verified by the article in the newspaper. Absences for legal obligation will also be excused with proper documentation.

2. Students or parents should request from the teacher any make-up work the student has missed. Make-up work is to be completed in an equal number of days as the number of days absent. All requests must be made no later than 10 school days, after returning to school.
3. Please remember, even if an absence is excused, it still counts as an absence on the report card.
4. The maximum number of allowable unexcused absences for an elementary school student is 15 days. Absences that are greater than the allowable amount will result in retention.

Exempted and Excused: The student is allowed to make up the missed work and the absence is not counted against the student. (Notes provided by doctor or for religious holidays)

Non-Exempt and Excused: The student is allowed to make up missed work and the absence is counted against the attendance requirement (An example is personal or family illness documented by a parent's note).

Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.

Suspensions: The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

Tardy: After three occurrences of tardies - whether arriving late, leaving early, or checking out before the scheduled dismissal time - will be considered equivalent to one absence under our attendance policy.

Reminders For Parents

If your child is absent, please call the Main Office before 8:30 am in order to inform the school of the status of your child. If a student is absent the parent/ guardian will be called via robo message that your child was absent. You may also inform your child's teacher on Class Dojo. In your phone call, voicemail, or message, please indicate your child's name, your relationship to the child, and the reason for the date(s) of the child's absence. When a student returns from an absence, he/she must bring in a written signed note by the parent/guardian explaining the absence within 48 hours of absence. This note must be given to the teacher. A doctor's, dentist's or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) consecutive days due to illness, contagious illness in family, hospitalization, or accidents. **Students who have 10 or more days of absence will be considered for retention.**

Student pick-up and drop-off Parents/Guardians or their authorized designee (a person of 18 years of age or older listed in the emergency contact information) may pick a student up directly from school at dismissal time. A designated area for pick-up will be indicated.

In case of an emergency when you can not arrive during dismissal to pick-up your student you should contact the front office as soon as possible. *Under no circumstances should parents/guardians contact*

students in their classroom or attempt to remove the student from the building without notifying and receiving permission from a staff member in the front office.

Parents/Guardians who drive students to school in the morning are requested to pull up in the designated area. A staff member will be at the designated area to greet you and escort the student safely into the building. Students may not be dropped off at any other location where there is no adult present to escort the student safely into the building.

Late Student drop-off/pick-up

When a student arrives late or leaves early:

- They must be signed in at the front office to receive a pass before entering class.
- If a student must leave during the school day, he/she must be checked out in the office by a parent or guardian listed on the emergency contact list. Parents/guardians must wait in the front office for their child(ren) to be called. Proper identification is required to check out a student.
- No student will be released to a person not listed on the emergency contact or to a person without proper identification. This is for your student’s safety.
- No pick-up changes will be honored within an hour of dismissal (2:35 PM, Foundational, 2:55 PM Middle).
- No early check-outs are permitted an hour before dismissal (2:35 PM, Foundational, 2:55 PM Middle)
- Check outs, as well as tardies, are absences from school, and as such will be counted against perfect attendance.

APPENDIX A

The following table outlines CANO policy for Unexcused Absences

<i>Our classroom teachers/co-teachers are the first line of communication as it relates to student attendance. If a student has missed class a teacher/co-teacher should make a courtesy call home to inquire about the student's absence. Information obtained from the call or if you were not able to reach a parent/guardian should be documented in our data system..</i>		
# of days Absent	Recommended Intervention	Staff supporting
1st - 3rd Unexcused Absence	<ul style="list-style-type: none"> ● Phone call to parent/guardian to inquire about absence or Robo Call ● Offer support 	<ul style="list-style-type: none"> ● Teacher/Co-Teacher/Office Manager by end of day. ● Teacher/Co-Teacher/Officer Manager documents a plan if any is created.
4th Unexcused Absence	<ul style="list-style-type: none"> ● Phone call to parent/guardian to inquire about absence to discuss a support plan to prevent further absences ● 4th Day Absence Letter, 	<ul style="list-style-type: none"> ● Office staff Teacher informs the CIS Coordinator by the end of day. ● CIS Coordinator sends letter to family. makes a call within 24-48 hrs.

	respectively, sent home by CIS Coordinator CIS Coordinator is made aware of excessive absences	
6th Unexcused Absence	<ul style="list-style-type: none"> • A Request for Attendance Conference/Meeting Letter is sent home. The letter should indicate the student is considered habitually absent and is explained in Bulletin 741- Chapter 11. • Purpose of the conference is to review prior interventions and assess reasons for continued unexcused absences and/or tardies by creating an Attendance Contract • Student becomes case managed by CIS. 	<ul style="list-style-type: none"> • CIS Coordinator • CIS Coordinator will document conference in home visit in JCAMPUS
10th Unexcused Absence	Refer to the Office of Student Support and Attendance for a truancy check.	<ul style="list-style-type: none"> • CIS Coordinator will initiate the referral and document OSSA/FINS referral in JCAMPUS • Truancy check involves a Truancy Officer or School Resource Officer conducting a home visit.
Any Absence*	Family receives robocall	<ul style="list-style-type: none"> • Data Manager