

Canyon Crest Academy Attendance Policy 2010-2011

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Attendance

In order to clear absences and tardies for your student, please call the attendance office at 858-350-0253. Please press #1, to report an absence or tardy, #2 for an Off-Campus Pass. Students who have not cleared their absences will be given a re-admit marked unexcused. Students will have 48 hours to clear the absence. Students who are regularly absent or habitually truant will be referred to the Asst. Principal's office. This process may include a referral to the School Attendance Review Board (SARB) and the development of an attendance contract.

Off-Campus Pass

Please call the attendance office 24 hours in advance or have your student bring a note before school, on the day of the early release. Please state your student's name, the date, time and reason for the student to be released early. Passes may be called in a day ahead. The passes will be available for pick up at the attendance office before school or during lunch. **Off-campus passes are not delivered to the classroom and will not be approved unless they are called in before the period in question.**

Messages

Messages are not delivered to students. Canyon Crest Academy believes delivering messages is disruptive to the classroom learning environment. In the event of a real emergency, a student will be allowed to leave the classroom in order to contact a parent.

Tardies

Tardies must be excused by the parent/legal guardian. The student may bring a signed note or the parent/legal guardian may call the office on the morning or day of tardy. Arriving more than 30 minutes late without a written note or phone call constitutes truancy, if not cleared within the 48 hour time frame noted above. Tardies must be cleared on the same day as the event.