

# Canyon Crest Academy Attendance Policy

**2009-2010**

## Attendance

1. If your child is going to be late, a parent or legal guardian must send a signed note or call attendance office at (858) 350-0253. Please press #1.
2. Arriving more than 30 minutes late without a note or parent/legal guardian phone call constitutes truancy. Students who have not cleared their absences will be given a re-admit marked unexcused.
3. Student will remain on campus during the school day unless they have an off-campus pass. Off-campus passes (OCP) must be requested 24 hours in advance. The OCP must be issued prior to the student leaving campus by the attendance office. The OCP will not be delivered to the student in the classroom.
4. Absences must be cleared through the attendance office by phone or note from a parent or legal guardian within 48 hours of the absence. Admit slips will be issued before school, at break, lunch and after school only.
5. Students who are regularly absent or habitually truant will be referred to the Assistant Principal's Office. This process may include a referral to the School Attendance Review Board (SARB) and the development of an attendance contract.
6. Students will not leave class during the period without a pass / teacher permission.
7. Students in Video, Leadership, Yearbook, Journalism, teacher or office aide must have a pass or badge identifying them.
8. Students will carry their CCA ID cards during the regular school day and at all school sponsored events and activities.

## Tardies

Students must be in class when the final bell rings or they are considered tardy. A written pass from a staff member, attendance office, or an administrator may excuse a tardy on the day of the tardy. 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. Arriving more than 30 minutes late without a written note or phone call constitutes truancy. Tardies must be cleared on the same day as the event.

## Consequences for Tardies

1st offense - Verbal Warning

2nd offense - Teacher contacts parent

3rd offense - Teacher refers student to a 4-hour Saturday School

4th offense - Teacher refers student to the alpha Assistant Principal

## Off-Campus Pass

Please call the attendance office **24 hours in advance** or have the 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. 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 called in before the period in question.

## Make-Up Work

Make-up work may not be given to a student who has truanancies, un-cleared absences or suspension. Make-up work for personal absences (verified by parent) will be left to the discretion of the teacher. Please e-mail the teacher directly for make-up homework assignments.

## 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.

## Saturday School

Students that have been assigned Saturday School must be on time, bring ID's and bring schoolwork or reading material. Students who fail to show will receive further disciplinary action.