

Attendance Policies

Marielle Bravo-Saltzman

CCAAttendance@sduhsd.net

Off Campus Pass Request – 858-350-0253 x 4046

All Day Absence / Tardy report – 858-350-0253 x 4055

The attendance office is located in the Administration building. Students use the window outside the office. The window opens approximately 15 minutes before the 1st period bell in the morning and closes for lunch during student's 3rd period.

1. If your child is arriving late to school (anytime after the 1st period bell): Your student MUST check in at the Attendance window AND if the student is under 18, a parent or legal guardian must send an email, bring in a signed note or call attendance office at (858) 350-0253 to excuse the absence. Please press #1 and follow prompts.
2. 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 AND the student MUST have the OCP with them BEFORE leaving campus. Off Campus Passes are not delivered to the student in the classroom, they must pick up Before School, During Lunch or During Passing Period.
3. Students who are not feeling well MUST go to the Health Office. The Health Office will dismiss students and excuse any missed periods. Parents are not allowed to email attendance or leave a voicemail saying their student is leaving.
4. Students who leave campus without an Off campus pass will be Truant from all periods missed. Parents may not excuse period absences retroactively. Students who are truant may not be able to turn in work during the periods for which they are truant.
5. Absences must be cleared through the attendance office by email (CCAAttendance@SDUHSD.NET), phone or note from a parent or legal guardian within 48 hours of the absence.
6. All emails/voicemails/notes must include the following information:
 1. Students Full Name,
 2. Student ID,
 3. Date of Absence/Tardy/Off campus Pass,
 4. Reason (if none is provided it is automatically marked as personal. If you say appointment without specifying personal or medical it is automatically marked as personal),

5. If requesting an Off Campus Pass – please include if your student is returning to campus (Yes or NO).
7. If you find that there is an error on AERIES – Please have your student email the teacher directly. Include the date and period you are referring to and ask them to email Attendance to clear it up. If we do not receive an email from the teacher clearing your student's attendance, we will NOT be able to change it.
8. Students who are regularly absent or habitually truant will be referred to the Assistant Principals Office. This process may include a referral to the School Attendance Review Board (SARB) and the development of an attendance contract.
9. Students will not leave class during the period without a pass/ teacher permission
10. Students in Video Film, Leadership, Yearbook, Journalism, teacher or office aide must have a pass or badge identifying themselves at all times.
11. Students will carry their CCA ID cards during the school day and at all school sponsored events and activities
12. Students who are out 3 or more days due to illness will need to provide a doctor's note to the attendance office.

Tardies

Students must be in class when the final bell rings or they are considered tardy. A written pass from a staff member or an administrator may excuse a tardy on the day of the tardy. Student must check in at Attendance if they are arriving late to school or if they are returning from an off campus pass. Tardies must be excused by the parent/legal guardian. The student may bring a signed note or the parent/legal guardian may email CCAAttendance@SDUHSD.NET Arriving more than 30 minutes late without a written note or phone call constitutes a 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 2-hour Saturday School

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

Off-Campus Pass

Please email (CCAAttendance@SDUHSD.NET) or call the Off Campus Pass line (x4046) **24 hours in advance** or have the student bring a note before school on the day of the early release. Please state your students' full name, the date, time they are to be dismissed, and reason for the student to be released early. (If no reason is provided the absence will be marked as Personal. If you state appointment without specifying Medical or Personal it is automatically marked as Personal)

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 truancies, un-cleared absences or suspension. Timeline for make-up work for excused and 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 IDs and bring schoolwork or reading material. Students who fail to show will receive further disciplinary action.