

# Canyon Lake Middle School Attendance Procedures

Notify the attendance office of your students absence within 5 school days. (LEUSD AR 5113)

**To clear and absence, please call the 24 hour attendance line 951 244-2414**

**You can also email [Tammy.Howard@leusd.k12.ca.us](mailto:Tammy.Howard@leusd.k12.ca.us) or send a note with your student**

\*State the students name, reason for absence and the date or dates

\*Obtain a doctor or dental note when possible

\*Attendance line will be checked daily and attendance will be updated within 24 hours

\*You can check your students attendance on Infinite Campus

\*Types of Absences:

Excused: illness, doctor/dental appointments, death in the immediate family, funeral of a family member, court appearance or religious holiday

Unexcused: truancy, car trouble, personal, going out of town, missing the bus, over sleeping, vacation, Disneyland etc

## STUDENT CHECK OUT

\*When checking a student out early, please allow extra time and bring your photo ID.

\*If a student is ill, they will be checked out through the health office.

\*No early dismissal after 1:30pm on regular days or 12:30pm on minimum days

## INDEPENDENT STUDY

If your student is going to miss between 5 and 20 days of school, an Independent Study contract should be considered. Please call the Attendance Desk at 951 244-2123 x2110 for additional information. We require at least one week notice prior to the absence start date so that a contract can be put in place and teachers can gather work.

## ATTENDANCE LETTERS

1st Attendance Letter - mailed after 3 days or 18 periods of unverified/unexcused absences

2nd Attendance Letter - mailed after 6 days or 36 periods of unverified/unexcused absences

An Attendance meeting with the assistant principal will be scheduled after letter 2 is mailed. Further letters and possible meetings with District Attorney may follow.

Excused Absence Letter - Letters will be mailed after 5 excused absences and another after 10 excused absences.

## TARDIES

**In order to be successful and productive, students must develop habits of punctuality. These habits will contribute to academic success through high school and college and career success later in life.**

\*All students are expected to be in class when the bell rings.

\*Administrators will conduct "tardy sweeps" periodically of the campus after the tardy bell rings. Students who are out on campus without the appropriate pass may receive a consequence.

\*Students who are habitually tardy will receive consequences:

Tardy to Period 1 - after 5 tardies students will be assigned Saturday School

Tardy to periods 2 through 6:

2nd tardy - warning

3rd tardy - lunch detention

4th tardy - after school detention

5th tardy - Saturday School

\*In addition to the consequences above, teachers may have their own tardy policies and consequences.

## ATTENDANCE AWARDS

**Student of the Month Assemblies** - Students who have perfect attendance for a given month will have their name placed in a drawing. Three students from each grade level will be drawn to win prizes at the Student of the Month Assemblies six times a year!

**Perfect Attendance** - All students who have perfect attendance for the school year will receive a certificate at 8th grade Cougar Awards or 6th and 7th grade Honor Roll events! Students who come late or leave early will not qualify. Students with tardies will not qualify.

