



Canyon Rim Academy Attendance Policy

Purpose

Canyon Rim Academy is committed to providing a quality education for every student. Parents and guardians are expected to take a proactive role in ensuring that their children attend school. Our teachers endeavor to maximize every minute in the school day. Children who are repeatedly absent from or tardy to class are less likely to follow the progress of the class, and more likely to disrupt the teacher's ability to ensure the progress of each student in the class. If a student is late or absent, the student is missing important content and failing to develop the important life skills that come with being on time and in attendance, including punctuality and respect.

In enacting this policy, the Board of Trustees of Canyon Rim Academy desires to send a strong message to parents regarding the importance of regular school attendance. Additionally, the Board of Trustees wants to provide reasonable discretion to the school administration to implement effective intervention to resolve absenteeism problems, and to implement reasonably appropriate administrative sanctions in cases where parents and guardians fail to resolve excessive absenteeism.

Definitions

1. "Absence" or "absent" means the failure of a student to attend all or part of a class day. This includes tardiness.
2. "Valid excuse" or "excused absence" means an absence resulting from:
 - a) an illness;
 - b) a death of a family member or close friend;
 - c) a documented medical appointment;
 - d) a family emergency;
 - e) an approved school activity;
 - f) a preapproved family activity or travel,; or
 - g) an absence permitted by an individualized education program or accommodation plan, developed pursuant to relevant law.

The Principal has the discretion to consider other absences as "valid excuses."

3. "Truant" means absent without a valid excuse.

Notice of Compulsory Education Violation

The school may issue a "notice of compulsory education violation" to a parent or guardian of a student who is truant at least five times during the school year. This notice shall:

1. Direct the parent or guardian to meet with school authorities to discuss the student's attendance problem and cooperate with the Principal and Board of Trustees to secure regular attendance by the student;
2. Designate the school authorities with whom the parent is required to meet;
3. State that it is a class B misdemeanor for the student's parent or guardian to intentionally or recklessly fail to meet with the designated school authorities to discuss the student's attendance problems, or fail to prevent the student from being truant an additional five more times during the remainder of the school year; and
4. Be served on the parent or guardian by personal service or certified mail.

Intervention and Administrative Penalties

In addition to the foregoing, the school may make other reasonable efforts to resolve the student's truancy, including working out, on a case by case basis, clearly defined and effective interventions for excessive absences.

The school may impose administrative penalties in circumstances where a parent or guardian fails to adequately resolve a notice of compulsory education violation. Among other things, the school may direct the student to attend another school. The school may also revoke preferential enrollment for siblings of students whose truancy persists after service of a notice of compulsory education violation.

Appeals Process

If there are extenuating circumstances which result in a student's exceeding the allowed absences, parents have the right to appeal. Reviews are generally reserved for uncontrollable attendance problems (i.e. bereavement, court appearance, or physician verifiable illness). The following will be adhered to.

1. A parent must submit a typed letter to the school explaining the situation and why an exception should be made. Include parent contact information and dates of absences.
2. All appeals must be submitted to the main office and should include all supporting notes and verification. This appeal will then be evaluated by the administration.