

Canyon Ridge Middle School
Helpful Parent / Student Information
2017-2018
Susan Sullivan, Principal

12601 Country Trails Lane Austin, TX 78732

Administrative Assistant: Stacie Lake 512-570-3511

Receptionist: Leslie Kunkel 512-570-3500 Fax: 512- 570-3505

ASSISTANT PRINCIPAL'S OFFICE

512-570-3500

Jenna Sanders (6th)
Cassandra Ricks (7th)
Kristine Keel (8th)

Administrative Assistant

Cheryl Kleffner 512-570-3519

Attendance Clerk

Linda James 512-570-3514

COUNSELING OFFICE

512-570-3519

Shirley Dean (6th)
Staci Cote (7th)
David Rainey (8th)

Administrative Assistant

Cheryl Kleffner 512-570-3519

Registrar

Nicole Chartier 512-570-3515

ATTENDANCE PROCEDURES

ALWAYS SEND A NOTE: All student absences must be verified in writing by a parent or guardian within two days of student's return to school. If the student had a medical appointment, please send a medical note.

Attendance is taken **EVERY** class period of the school day. Each teacher takes attendance within the first ten minutes of the class period. If a student is not in class, the student is marked absent. Absences marked by teachers will cause an alert through TxConnect and also trigger an automated telephone call home in the evening that the student was absent.

****If a student arrives at school for any reason after 8:55, he/she MUST stop in front office to sign in ****

The attendance office must account for all students at all times, so it is very important that students report to the front office and sign in before going to class. Once a student signs in, the student will get a pass to class, and the Attendance Clerk will reconcile/correct the absence.

- **Excused absence** - Examples are illness, funeral, court, medical/dental treatment, etc.
- **Unexcused absence** - Examples are personal business, vacations, slept late, missed the bus, etc.
- **Unexpected extended absences/3 days or more** - Contact Attendance Clerk to coordinate with teachers to collect assignments.

EXTRACURRICULAR ACTIVITIES: Students involved in extracurricular activities may NOT participate in these events if the student has missed the current day (or part of the day) other than for a medical appointment. A medical note must be provided before participating.

STATE ATTENDANCE LAWS: It is a violation of Texas Education Code for students to have 3 or more absences (or parts of days) within a four week period, or 10 or more absences (or parts of days) within a six-month period in the current school year.

If a student becomes out of compliance, an Attendance Warning Letter will be generated by the District. If the student continues to accumulate absences, their Assistant Principal will take further action to discuss a plan to "make up" hours/days. For excessive absences, Saturday School is scheduled throughout the year and is from 8am- noon.

PRE-ARRANGED PLANNED ABSENCES: Pre-arranged does not mean "pre-excused." Any time a student has a planned absence of two or more days, a "Notification of Absence Form" needs to be filled out 48 hours prior to the absence, and submitted for approval by the Principal.

****Please remember that in Texas, schools are funded from the state based on school attendance and LISD loses ~\$40/day for each student who is marked absent ****

AUTOMATED PHONE CALLING SYSTEM

- An automated phone system will call your residence to inform parents or guardians of student absences for any part of the school day.
- This system may be used to communicate additional information regarding Canyon Ridge Middle School.

PICKING UP STUDENTS DURING THE SCHOOL DAY

- If possible, send a note with your child with information regarding the time you will pick him/her up.
- You must sign the student out in the front office.
- Photo identification is required before a student may be released to you.
- Students may only be released to individuals who are listed on the Student Registration Form.

APPOINTMENTS WITH ADMINISTRATORS, TEACHERS OR COUNSELORS

- If you would like to meet with a member of the faculty or staff, please schedule an appointment to ensure their availability. Teachers may not meet with parents during their regular teaching times.

REPORT CARDS AND PROGRESS REPORTS

- Progress reports are generated only if the student has a failing grade after the end of the third week grading period and will be available through TxConnect.
- Report cards are generated within five days after the end of the six week grading period and will be available through TxConnect.
- In the event you are unable to access TxConnect, please contact our school registrar
- Inquiries regarding a student's grades should be directed to the appropriate teacher.

DELIVERIES

- Due to safety concerns, special deliveries are not permitted.

SPECIAL PROGRAMS

- For questions regarding Special Education, please contact Kimberly Hermes at 512-570-3539.

CLINIC

- If you have questions concerning immunizations, medications at school, or other health related issues, please contact our school nurse, Shannon Lindsay, at 512-570-3507.

TRANSPORTATION CHANGES

- We are happy to send your son/daughter a notice when you need to change his/her transportation. Transportation changes need to be submitted by 3:00pm.