

## Attendance Policy for 2021-2022

Students are required to be in attendance each School day unless they are absent for an excused reason. Attendance is taken daily at the beginning of each class period. Unexcused absences may result in disciplinary and academic penalties. Please try to schedule dental and medical appointments outside of school hours. If a student arrives at school after 8:10 a.m., the student must report first to the Attendance Office before proceeding to class.

Excused absences and tardies are allowed as follows:

1. Personal illness or any other reasons of an emergency nature
2. Religious holidays
3. To attend college representative meetings at the School - Seniors must notify the teacher whose class they will miss at least one school day in advance and arrange to make up any missed class work. Juniors may miss class to attend a college representative meeting only once during the School year.

Requests for other excused absences, including travel, college visits, or extracurricular activities must be directed to the Dean of Students or designee, who has the sole discretion of granting permission prior to the absence. All other absences are unexcused.

A student with an excused tardy who is on campus any time during the day of the excused tardy must make up missed quizzes and tests by 3:00 p.m. that day. Prior arrangement by the teacher is acceptable. Grade Level Deans are available to help administer these tests and quizzes.

Parents are expected to call or email the Attendance Office no later than 8:10 a.m., at 818.790.3333 each day their student is absent. Special arrangements with the Dean of Students may be required in cases of a prolonged absence because of serious illness or injury or other reason. The Dean of Students may require verification to excuse prolonged absences. The School is not obligated to accept parental excuses. If a student is marked absent, and the School does not have a reported absence, parents will receive a call from the School.

Intentionally not attending a class is considered serious misconduct and students may receive disciplinary consequences for doing so.

If a student needs an early dismissal or will be arriving late, a parent must notify the Attendance Office by 8:10 a.m. with either a phone call, a note, or an email. Athletes and performers must be present in class for at least two periods of the School day to practice or compete in a game. All students leaving early or arriving late must enter and exit from the upper campus 20s gate on Crown Avenue, adjacent to the Attendance Office. Please do not pick up or drop off your child at the Hampton Road entrance.

If a sudden need to be released early arises, a parent must notify the School before the School will release the student. Any call after 11:30 a.m. should be directed to the Front Office at 818.790.1178. Any student leaving the school early for any reason must check out

(and if returning, check in) at the Attendance Office. Students are not allowed to leave campus without a phoned request or note from the parent to the Front Desk or Attendance Office. Students with a valid California Driver License must have advanced permission in writing from a parent or guardian to drive themselves off campus during School hours.

It is essential that students attend classes on a regular basis. Academic success and the student experience hinge on their daily presence in all their classes. Excessive absences, defined as absences that exceed 12 days during a semester, will result in a meeting to determine if the School is an appropriate match. Excessive tardies, defined as 10 tardies per quarter, are also unacceptable and may result in a meeting to determine if the School is an appropriate match. Extenuating circumstances may exist and must be cleared by the Dean of Students with appropriate documentation. A doctor's note is required in the case of a long-term illness or injury.

Seniors may take up to five (5) "personal" days to visit colleges or other institutes of higher learning. These absences must be approved by the Dean of Students in advance of the date. The days will be excused, although the student is responsible for making up all assignments, tests, and projects missed. If a student does not get permission from the Dean of Students, the student may be subject to disciplinary action and/or academic consequences.