

Attendance

Attendance will be taken daily at the beginning of first period. Attendance is mandatory, and 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 to the attendance office.

Excused absences and tardies are allowed as follows:

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

Any requests for other excused absences, including travel, college visits or extracurricular activities must be directed to the dean of students, who has the sole discretion of granting permission prior to the absence. All other absences are unexcused. In most cases, work missed because of unexcused absences may not be made up for credit.

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 pm that day. Prior arrangement by the teacher is acceptable. Grade level deans are available to help administer these tests and quizzes.

When a student is unable to attend school, the parent should call the attendance office at (818) 790-3333 or send an e-mail to attendance@flintridgeprep.org before 8:10 am. Otherwise, the school will contact the home or parent's office. A call, a note or an email is necessary to excuse the absence. The school is not obligated to accept parental excuses. The grade level dean will require additional verification for excessive or problematic absences.

If a student needs an early dismissal or will be arriving late, a parent must notify the attendance office by 8:10 am with either a phone call, a note or an email. If ill, athletes and performers must be present in class for at least two periods of the school day to practice or compete in a game. If a sudden need to be released early occurs, a parent must notify the school prior to the student's dismissal. Any call after 11:30 am 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) with the front desk receptionist. Students are not allowed to leave campus without a phoned request or note from the parent to the front desk. Juniors must have advanced permission in writing 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 one's presence in all classes. Absences that exceed 15% of scheduled class meetings during a semester will 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. A doctor's note is required in the situation of a long-term illness, the definition of which is left to the dean of students.

Seniors may take up to 5 "personal" days in order to visit colleges. They must be excused by the dean of students prior to their departure. The days will be excused, although the student is responsible for making up all assignments, tests and papers missed. If a student does not get permission from the dean of students to miss classes, the student may be subject to disciplinary action and/or academic consequences.