



## Flintridge Prep Attendance Policies for Parents/Guardians and Students April 1, 2021

### Attendance Contact Information

Phone: 818.790.3333 | Email: [attendance@flintridgeprep.org](mailto:attendance@flintridgeprep.org)

All absences (whether in-person or remote), including late arrivals and early departures, must be reported to the Attendance Office at 818.790.3333 or [attendance@flintridgeprep.org](mailto:attendance@flintridgeprep.org).

### Absences

- If your child will be absent, you must notify the Attendance Office via [email](#) or attendance hotline (818.790.3333).
- While students may stay home and learn online on days when they would be scheduled to come to campus, this is not encouraged unless there is a need to quarantine due to travel, illness, or any symptoms of COVID-19. **If your child's learning status (in-person or remote) changes, please inform the Attendance Office and have your child inform their teachers.**

### Arriving Late

- At 9:00 a.m., the Ahmanson Gate entry will close. At 10:00 a.m., the lower parking lot gate will close. The 20s gate will be the only staffed entry and exit point for the rest of the school day.
- All students who are attending classes on campus must arrive by 8:10 a.m. If a student has a free period during first period, **they are required to enter campus through their Magnus Health Check-In entrance by 8:10 a.m. and then sign in at the Attendance Office** before moving to a designated free-period zone on Ahmanson Plaza or on the field. Seniors with sleep-in privileges are not required to arrive by 8:10 a.m. but should still sign in at the Attendance Office upon arrival.
- If students arrive past 8:10 a.m., they must sign in at the Attendance Office following their health screening.

### Leaving Early

- Students in grades 7-11 should only leave campus in exceptional circumstances such as medical appointments that cannot be scheduled after school hours. If your child has an appointment and will be arriving late or leaving early, you must contact the Attendance Office for the tardy/absence to be excused. All students must check in and/or out during school hours.
- Students will not be released early from campus without a prior call or email to the Attendance Office from a parent/guardian. For students who drive themselves to/from campus, a parent/guardian must call or email the Attendance Office to give consent for their release.
- Students who are leaving early must sign out at the Attendance Office. **Families may not enter campus to pick up their child.**
- Anyone leaving campus during the day must sign out and complete a temperature screening at a designated check-in station upon return (if the return time is during school hours, this check-in station is the 20s Gate). There is no need to complete a second Magnus Health symptom assessment.

### Senior Privileges

- Seniors will have all their privileges including sleep-ins and the ability to leave campus during free periods and lunch, **provided they have returned their signed Senior Privilege and Responsibility form to [Ms. Margitza](#)**. Seniors are allowed to depart campus and return according to school policy governing senior privileges. Seniors must adhere to our Community Commitment in doing so, respecting all safety protocols. **All other grade levels are required to be on campus from 8:10 a.m. to 2:30 p.m.**
- All missed days of school for college visits or other extracurricular activities must be approved by [Ms. Kimble](#) or [Mr. Jamison](#) at least 24 hours prior to the absence.