

Attendance

All absences and tardies must be excused by reaching out to the attendance clerk at your child's campus. Parents will be notified of their child's absence or any tardies by Parent Square every day by 4:00PM. Students will face disciplinary action for unexcused tardies and absences (truancy). You may download the Parent Square App to respond directly to any of your child's absences or tardies.

For all Studio attendance communications/issues:

- Studio Campus: attendance@classicalacademy.com OR (760) 520-6750
- PL Campus: plcattendance@classicalacademy.com OR (760) 317-9143

Absences (On-Campus Classes)

It is a privilege to attend CAHS classes; therefore, attendance is to be punctual and consistent. Tardiness and poor attendance in on-campus classes, regardless of reason for the absence, may jeopardize the student's privilege to attend these optional classes.

It is understood that assignment completion shall be timely, of high quality, and due when stated.

Consistent tardiness, absences or insufficient completion of assignments is a violation of the Master Agreement and could be cause for removal from CAHS. If a student is absent all or any part of the school day, due to illness or tardiness, all work assigned will be completed. Students who are ill are expected to be kept home and to complete assignments. Regular attendance is expected for all on campus school days. Missing 5 days or more may jeopardize your option for the on-campus program and your place may be given to someone who is waiting for that position to become available.

Any student planning to be absent for more than 4 consecutive days of on-campus classes (one week) must fill out an extended absence request form (available at the front desk).

Failure to report an absence will result in an Unexcused Absence which will result in a detention and/or negatively impact the student's grade (students may not be allowed to make up assignments as a result of an unexcused absence).

Tardy Policy

Class time is extremely valuable, and tardiness is both irresponsible and disruptive. Students need to be in their classroom and ready to learn at the beginning of each class period. Students who are not in their classroom when the bell rings will be marked as an unexcused tardy in School Pathways.

- Parents are expected to communicate with staff in advance if tardiness is due to a verified emergency or an excused reason.
- If your student will be late to their first-period class and there is a valid reason, please notify the front office within **24 hours. The tardy will be marked as "excused" and will not count against your child. After 24 hours, a tardy may no longer be excused.** Phone: (760) 520-6750; Email: attendance@classicalacademy.com; or respond through the Parent Square app
- Tardies can be given in any class period. Students will receive three "free" unexcused tardies per quarter before consequences are issued.
- Parents may not excuse tardies given after the students' first period.

Tardy 1-3:

- **Consequence:** Warning and documentation in the attendance system.
- Parents will be notified via Parent Square and will have the ability to excuse a tardy to their child's first class of the day.

Tardy 4:

- **Consequence:** Lunch detention with email to the parent. Conversation with administrator during the lunch detention
- **Day/Time: Weekly** 11:40-12:10 p.m. in the learning center/Study Hall.
- **Notes:** Failure to attend detention will result in an upgrade to an after school detention.

Tardy 5-6:

- **Consequence:** Detention with email follow-up from Administration.
- **Day/Time: After school** 3:15–4:00 p.m. in the learning center/Study Hall.
- **Notes:** Failure to attend detention will result in an upgrade to a Monday Community Service and placement on the Do Not Participate list until the detention is served.

Tardy 7:

- **Consequence:** Parent phone call with Administration AND Monday Community Service.
- **Day/Time: Monday** Community Service from 9:00 a.m.–12:00 p.m.
- **Notes:** Community service will be completed on campus under staff supervision.

Tardy 8 and Above:

- **Consequence:** In-person meeting with Administration **AND** Monday Community Service **AND** one week Non-Participation List.
- **Day/time: Day/Time:** Monday Community Service from 9:00 a.m.–12:00 p.m.
- **Notes:** Community service will be completed on campus under staff supervision. While on the Non-Participation List, students will not be eligible to participate in sports, dances, or other extracurricular activities.

Absences

- Parents are asked to notify the school of all absences immediately.
- To report an absence, email attendance@classicalacademy.com or call: (760) 520-6750.
- Any time that a student is going to be absent and the parent wishes the absence to be marked “excused,” the parent should notify in advance of the absence or on the morning of the absence.
- If the parent has not yet called in to excuse the absence, there will be a **24-hour grace period** in which the absence may be excused by the parent by emailing attendance@classicalacademy.com.
- Students will earn a 3-hour Community Service detention on Monday for unexcused absences (truancy).
- Subsequent truanancies will result in suspensions and parent meetings with counseling and administration. Tardiness and poor attendance in on-campus classes may jeopardize the student's privilege to attend these optional classes.

Failure to Serve Detention:

- Students who fail to attend their lunch detention will be assigned a 3-hour Monday detention
- If a student fails to attend their 3-hour Monday detention, they will be placed on the Do Not Participate list and will be unable to attend extracurricular school activities, athletics, and ASB events, such as dances and school barbecues, until the detention is served.

