ATTENDANCE

- Students are required to join their class Zoom sessions on time. It is recommended to log in 5 minutes early to join the waiting room until the teacher begins the meeting.
- **TARDY**: Students who join the class session late during the first 20 minutes.
- **ABSENCE**: Students who miss an entire class session and students who join the session 20 minutes or more late.
- Students are to be marked TARDY if they exit the session early or during the session for under 20 minutes and ABSENT for 20 minutes or more. This includes if they are out of Dress Code and must correct the violation.
- *Three tardies constitutes one absence and 12 absences will result in a student losing credit for the class.*

DRESS CODE

- Students are required to adhere to the Bishop Alemany Parent/Student Handbook Dress Code.
- Distance learning dress code requires students to wear a Bishop Alemany uniform polo at all times during the Zoom sessions (Students may also wear a Bishop Alemany uniform sweatshirt over the polo shirt).
- Students are required to follow all facial and hair policies listed in the Parent/Student Handbook.
- Students out of dress code will be asked to exit the Zoom session to correct the violation. This will result in a TARDY. If a student does not return with the violation corrected in less than 20 minutes, they will be marked ABSENT.

DISTANCE LEARNING – CLASS ZOOM MEETINGS

- Students are required to have their video monitors on during the entire Zoom session.
- Students are prohibited from using virtual backgrounds or filters during the class session.
- Students are required to sign in to Zoom sessions using their full First and Last names.
- Students are required to follow all Bishop Alemany rules/policies listed in the Parent/Student Handbook.
- The Deans will be notified by teachers for all Academic Integrity Violations, Social Media Violations, Dress Code Violations, and Excessive Attendance Violations. Students are responsible for demonstrating positive behaviors and participation that support the Bishop Alemany Code of Conduct, Community, and Mission.

PROCEDURES FOR ABSENCES

- Students who are unable to attend a Zoom session – A parent must call and notify the attendance office. Students absent with no communication from a parent may be considered Truant.
- Parents/Students should also communicate with the teacher in order to make up missed assignments.
- Excused Absences – an official medical note or legal paperwork must be submitted to the attendance office for an absence to be changed to “Excused.” Email paperwork to attendance@alemany.org.

DEANS OF DISCIPLINE – Contact Information

- Angela Urbach – aurbach@alemany.org
- Brigham Harwell – bharwell@alemany.org
- deans@alemany.org

ATTENDANCE OFFICE CONTACT INFORMATION

- Attendance Office – (818) 837-5202
- Main Office – (818) 365-3925
- attendance@alemany.org