

I. PURPOSE

Athlos Academy believes in the direct correlation between student achievement and regular school attendance. The purpose of this policy is to encourage regular attendance in order to foster life-long traits of focus, self-control, and leadership within the students. It is a shared responsibility of students, parent/guardians, teachers, and school administration to ensure that a student attends school regularly.

II. POLICY

A. Attendance:

1. Louisiana's Compulsory Attendance law states that all school age children, from age 7 to 18, must attend school and arrive on time unless there is a valid and legitimate excuse. Children below the age of 7 who are legally enrolled in school are also subject to the provisions of Louisiana's Compulsory Attendance law.
2. Expectations:
 - a. Students are expected to attend all of their classes on time and make up any missing works in the event of an absence;
 - b. Parent/guardian(s) are expected to ensure their student is attending school and notify the school in the event of an unavoidable absence;
 - c. Students must attend at least 167 days of school to be eligible for promotion to the next grade;
 - d. Teachers will take daily attendance, provide assignments to students upon their request (only in instances of excused absences), and enforce the attendance policy for their students; and
 - e. School administration will maintain accurate attendance records, provide a responsible person to approve student check-outs, and regularly inform the parent/guardian(s) of the student's attendance and notify them of attendance issues as soon as one is identified.

3. Distance Learning:

3-a. If a situation arises where a traditional school and/or classroom setting is not feasible, or if so directed by the state, then a distance learning model may be implemented. In these instances, the students will be required to do the following to satisfy the attendance requirement:

a.i. Attend all teacher recorded lessons virtually, and

ii. In addition to recorded lessons, each student will participate in 2 hours daily of learning using an identified educational resource.

b. In cases where school is cancelled or have an early release, the school leader reserves the right to implement distance learning, even if local schools are not in session due to cancellation or early release.

4. Early Release: In cases of inclement weather or other emergency identified by the school leader, students may be released early.

a. There will be no count against the student's attendance with an early release if:

i. The student is in class for at least 50% of the school day, or

4-ii. The distance learning model is implemented for the remainder of the school day.

B. Types of Absences:

1. Exempted and Excused Absences: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement.

a. Examples are extended illness documented by a doctor or to celebrate religious holidays.

2. Non-Exempted and Excused: The student is allowed to make up the missed work, but the absence is counted against the attendance requirement.

a. An example is personal or family illness documented by a parent's note.

3. Unexcused Absences: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.

a. An example is an absence which is not approved by the parent/guardian(s) and/or the school such as the child skipping school.

4. Out-of-School Suspensions: The student is allowed to make up the missed work if the suspension is under ten (10) days, but the absence is counted against the attendance requirement.

C. Tardiness:

1. Failure of a student to be in their assigned seat/class on time is considered tardiness.
 - a. Students who are more than 10 minutes late at the beginning of the school day are required to go to the front office to obtain a tardy slip;
 - b. Tardiness between classes for middle school students shall be marked by teachers;
 - c. Chronic tardiness between classes however may be escalated to a disciplinary issue; and
 - d. Tardiness by more than 10 minutes can be excused with timely verification from the student's parent/guardian(s) in the event of an excusable absence.

D. Truancy:

1. An absence on a student's record without a valid excuse is considered a truancy.
 - a. Athlos Academy will notify parent/guardian(s) by a phone call, text, or email within 24 hours of a student's unexcused absence so that a parent/guardian may call and excuse their child before he/she is marked absent for the day;
 - b. Three unexcused absences shall result in a *Notice of Truancy*; and
 - c. Truancy shall be handled according to *Student Policy 5202*.

E. Chronic Absence:

1. A student who misses 10% or more of school days for any reason, excused or unexcused, will be considered chronically absent.
 - a. Athlos Academy of Jefferson Parish will notify parents in writing when a student becomes chronically absent. The letter shall include a statement regarding the importance of school attendance in making progress in the curriculum and the links between chronic absence and future drop-out.
 - b. At the discretion of the School Leader, a meeting with parents shall be required if a student remains chronically absent following written notice.
 - c. No student who has missed fewer than 3 days of school will be considered chronically absent.

Legal References:

[L.A. R.S. 17:221](#) (*School Attendance*)

[Title 28 Part CXV. Bulletin 741—Louisiana Handbook for School Administrators](#)

Related Documents:

Truancy Policy 5202

Notice of Truancy

DRAFT