

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: 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. Attend all teacher recorded lessons virtually, and
- b. In addition to recorded lessons, each student will participate in 2 hours daily of learning using an identified educational resource.

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*)

Related Documents:

Truancy Policy 5202
Notice of Truancy