

I. PURPOSE

Athlos Academy of St. Cloud 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. Minnesota's Compulsory Instruction law states that all school age children, between ages 7 and 16, must attend school and arrive on time unless there is a valid and legitimate excuse. Any child under the age of 7 who is enrolled in kindergarten is subject to this law as well.
 - 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 by no later than 9:00 am, in the event of an unavoidable absence;
 - c. Teachers will take daily attendance, provide assignments to students upon their request (only in instances of excused absences), and enforce attendance policies for all students; and
 - d. The 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.
2. The administration may choose to track attendance by day, by period, or in other increments as they see fit.
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 150 minutes daily of learning using an identified educational resource.

B. Excused Absence

1. An absence shall be considered excused if one of the following explanations is verified by the student's parent/guardian(s) in a timely manner:
 - a. Illness. After repeated absence due to illness, the School Official may choose to require a doctor's note for any further excused illness.
 - b. Serious illness in the student's immediate family.
 - c. A death in the student's immediate family or of a close friend or relative.
 - d. Medical or dental treatment.
 - e. Court appearance occasioned by family or personal action.
 - f. Religious instruction not to exceed three hours in any week.
 - g. Catastrophic emergency conditions such as fire, flood, storm, etc.
 - h. Family trips, which include hunting trips needs to be requested 3 days before trip is to begin. Maximum ten days per year. Current and prior attendance history will be used to determine approved amount of days. Days not approved are unexcused.
 - i. Removal of student pursuant to a suspension.
 - i. Suspensions will be handled as excused absences and students will be expected to complete make-up work/assignments
 - ii. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 127.26-127.39.

C. Unexcused Absence

1. An absence that is neither verified by the student's parent/guardian(s), nor compliant with school policy regarding an "excused absence" shall be considered an unexcused absence.
 - a. Truancy. An absence by a student, which was not approved by the parent/guardian and/or the school.
 - b. Any absence in which there was failure to comply with any reporting requirements of the school district's attendance procedures.

- c. Failure to present a doctor's note after being notified to do so by the School Official regarding any further absences.
- d. An absence excused by the parent but not excused according to the handbooks excused absences.

D. Any other absence not included under the attendance procedures set out in this policy. **Tardiness**

- 1. Failure of a student to be in their assigned seat/class on time is considered tardiness.
 - a. Students who arrive late or leave early may be marked as being tardy;
 - 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 can be excused with timely verification from the student's parent/guardian(s) in the event of an excusable absence.

E. 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. Truancy shall be handled according to *Student Policy 5202*.

F. 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 St. Cloud 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.

Revision History: 8/7/2017

Legal References:

[Minn. Stat. § 120A.22](#)

[Minn. Stat. § 260A.02](#)

Related Documents:

[Truancy Policy 5202](#)