

Adopted: February 25, 2014
Revised: July 25, 2017
Reviewed May 30, 2023

ATHLOS LEADERSHIP ACADEMY POLICY No. 5.2.1 ATTENDANCE AND ABSENCES

I. PURPOSE

The purpose of this policy is to set forth attendance requirements at Athlos Leadership Academy.

II. POLICY STATEMENT

It is the policy of Athlos Leadership Academy to fully comply with state laws regarding student attendance at public schools.

III. APPLICATION OF THIS POLICY

A. Students between the ages of 7 and 17.

1. Every person between the ages of 7 and 17 years of age must receive instruction unless the person has graduated.
2. Any student who is 17 years old and is enrolled in Athlos Leadership Academy who seeks to withdraw from school, must meet with school representatives along with the student's parent or guardian to discuss alternative educational opportunities and to sign a written election to withdraw from school.

B. Students under age 7 enrolled in kindergarten.

1. Every student under the age of 7 who is enrolled in a half-day kindergarten, or a full-day kindergarten program on alternate days, or other kindergarten programs shall receive instruction.
2. Once a student under the age of 7 is enrolled in kindergarten or a higher grade in Athlos Leadership Academy, the pupil is subject to the compulsory attendance provisions of this policy.
3. Withdrawal of pupil. A parent or guardian of a student under age 7 who is enrolled may withdraw the student from enrollment in Athlos Leadership Academy, for good cause by notifying the Principal. Good cause includes, but is not limited to, enrollment of the student in another school or the immaturity of the student. Once a student under age 7 withdraws, the student is no longer required to attend school for the remaining academic year.

This policy does not constitute legal advice; any questions regarding this policy should be directed to your attorney.

IV. EXCUSED ABSENCES

- A. Legitimate exceptions to required attendance. The Administration of Athlos Leadership Academy may approve of absences when a student's physical or mental health is such as to prevent attendance at school. Such absences include:
1. Student illness, medical, dental, orthodontic, or counseling appointments;
 2. Family emergencies;
 3. The death or serious illness or funeral of an immediate family member;
 4. Active duty in any military branch of the United States;
 5. The student has a condition that requires ongoing treatment for a mental health diagnosis; or
 6. Inclement weather (at the principal's discretion).
- B. Kindergarten students. Athlos Leadership Academy shall excuse a kindergarten student from part of a school day at the request of the student's parent.
- C. Release for religious instruction. Athlos Leadership Academy shall excuse a student for a period or periods not exceeding in the aggregate three hours in any week, in order for the student to attend a school for religious instruction conducted and maintained by some church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This school for religious instruction must be conducted and maintained in a place other than Athlos Leadership Academy.

V. PROCESS FOR OBTAINING EXCUSED ABSENCE; REPORTING

- A. A parent, guardian, or other person having control of a student may request to Athlos Leadership Academy to have the student excused from attendance for the whole or any part of the time school is in session during any school year. The request may be made to the principal.
- B. Athlos Leadership Academy may ask the student's parent or legal guardian to verify in writing the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- C. Administrative support staff must issue and keep a record of such excuses, under such rules as Athlos Leadership Academy may from time to time establish.

VI. TARDY POLICY

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A. In the event that a student is tardy to school 10 times, regardless of reason, this will equate to one unexcused absence.

VII. CONTINUING TRUANTS; DEFINITIONS

A. Elementary student. An elementary student is a “continuing truant” if that student is absent from instruction in Athlos Leadership Academy without valid excuse within a single school year for three days.

B. Middle school, junior high school, or high school. A middle school, junior high school, or high school student is a “continuing truant” if the student is absent without a valid excuse within a single school year for three or more class periods on three days.

C. Upon a student’s initial classification as a continuing truant, the school attendance officer or other designated school official shall notify the student’s parent or legal guardian, by first-class mail or other reasonable means, of the following:

1. That the student is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the student’s absences;
3. That the parent or guardian is obligated to compel the attendance of the student at school and that parents or guardians who fail to meet this obligation may be subject to prosecution;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. [*If applicable*] That alternative educational programs and services may be available in Athlos Leadership Academy or in the student’s resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the student’s truancy;
7. That if the student continues to be truant, the parent and student may be subject to juvenile court proceedings under Minnesota Statutes section 260C;
8. [*If applicable*] That if the student is subject to juvenile court proceedings, the student may be subject to suspension, restriction, or delay of the student’s driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the student to school and attend classes with the student for one day.

VIII. HABITUAL TRUANTS; DEFINITIONS AND REPORTING REQUIREMENTS

A. Elementary school. A habitual truant in elementary school means a student who is absent from attendance without lawful excuse for seven school days per school year.

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- B. Middle school, junior high school or high school student under age 17. A habitual truant in middle school, junior high school or high school means a student who is absent from attendance without lawful excuse for one or more class periods on seven school days per school.
- C. 17 year old student. A habitual truant includes a student who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section.
- D. When the social worker is informed of any case of habitual truancy or continued nonattendance of any student required to attend school the social worker must:
1. Immediately notify the person having control of the student to send and keep the student in school.
 2. If the student's resident school district or Athlos Leadership Academy offers truancy programs and services the parents shall be notified of those programs and services.
 3. Attendance officers or other designated school officials must ensure that the notice required for a student who is a continuing truant is sent.
 4. The social worker must act under the general supervision of the principal.

Legal References:

Minn. Stat § 124 E (Charter School Law)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.32 (Neglect of Duty)