

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. This policy applies only to students who participate at least in part at a traditional brick and mortar school setting. For students attending school via distance learning full-time, see Policy 5303.

II. POLICY**A. Attendance:**

1. Utah's Compulsory Attendance Laws state that all school age children, past the age of 6 and not yet 18 years old, must attend school and arrive on time unless there is a valid and legitimate excuse.
 - a. Students are expected to attend all of their classes on time and make up any missing work 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. Teachers will take daily attendance, provide assignments to students upon their request (only in instances of excused absences), and enforce attendance policies for all of their students;
 - 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; and
 - e. For purposes of pupil accounting, continuing enrollment status shall be assigned to all students in compliance with Utah Admin R277-419; this provision only applies to Athlos Academy students taking online courses for reasons outlined in R277-419.

B. Excused Absence:

1. "Excused Absence" means an absence that is verified by the student's parent/guardian for one of the following explanations:

- a. an illness, which may be either mental or physical (excessive illness requires medical verification);
 - b. serious illness in the student's immediate family;
 - c. a family death;
 - d. an approved school activity;
 - e. religious instruction (not to exceed 3 hours per week), or a religious holiday;
 - f. extreme family emergency;
 - g. medical appointments (that cannot be scheduled outside of school hours);
 - h. an absence permitted by a school-aged child's:
 - i. individualized educational program; or
 - ii. Section 504 accommodation plan
 - i. an absence permitted in accordance with Subsection 53G-6-803(5)
- C. Unexcused Absence:
1. Any absence for a reason other than a reason described in Subsections (B) above.
 2. A student's absence which could not be accounted for by evidence of a legitimate or valid excuse in accordance with *Student Policy 5202* and Utah Admin R277-419.
- D. Tardiness:
1. Failure of a student to be in their assigned seat/class on time is considered tardiness.
 - a. Tardiness can be excused with timely verification from the student's parent/guardian(s) in the event of an excusable absence.
 - 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
- E. Truancy:

Attendance Policy

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. Five unexcused absences shall result in a *Compulsory Education Violation* or *Notice of Truancy* according to Student Policy 5202 and as outlined in Utah Code Section 53G-6-202 and Utah Code Section 53G-2-203.

Legal References:

[Utah Admin R277-419](#)

[Utah Admin R277-607](#)

[Utah Code § 53A-11-101.5](#)

Related Documents:

[Truancy Policy 5202](#)

[Notice of Truancy](#)

Revisions:

3/16/16