

## **Odyssey Attendance Policy**

### **Mission**

Odyssey Atlanta's mission is to expand the ambitions of Atlanta students and empower them on a successful journey to college and a fulfilling career.

### **Core Values-The Importance of Attendance**

- ✓ Odyssey is committed to promoting the key message that every day at Odyssey is special.
- ✓ Learning is a progressive activity; each day's lessons build upon those of the previous day(s).
- ✓ Learning personal responsibility, showing respect for others, learning to share new ideas with peers, and developing essential academic skills are core objectives of Odyssey.
- ✓ Many classes use lectures, discussions, demonstrations, experiments and participation, as part of the daily learning activities, and these cannot be made up by those who are absent.
- ✓ Regular attendance patterns encourage the development of other responsible patterns of behavior.
- ✓ Research shows that missing 10 percent of instruction, not only has a negative affect on an individual student's academic performance, but also negatively impacts the entire class.
- ✓ The cost per student to participate in Odyssey is \$2500 per summer. Odyssey is committed to supporting every student. Odyssey asks families to make a \$35 financial commitment and for students to fully engage in the program.
- ✓ Daily attendance and full participation is essential to student success.

### **Odyssey Absence Policy**

Odyssey provides six weeks of academic instruction for elementary school and middle school students. Odyssey high school provides five weeks academic instruction. Total days of instruction include field trips, college tours and overnight programs depending on the grade level. Each day's instruction is critical. Odyssey has a strict three (3) day absence policy. This allows families flexibility in scheduling doctor's appointments, regular school days that extend beyond June 5, student participation in athletic programs, religious retreats, illness, etc. Students who arrive more than one hour late or leave more than one hour early will be credited with a half-day absence. Students missing more than 3 hours of instruction will be credited with a full day's absence.

Students absent more than three (3) days will not be permitted to continue in the summer program and will not have their enrollment in Odyssey guaranteed for the following summer. Suspension for behavioral issues will be counted towards total absences.

Students missing more than three days due to prolonged illness or bereavement may request an excused absence of up to two (2) additional days. Requests must be submitted in writing and approved by the division director prior to returning to Odyssey. A doctor's letter must accompany requests.

### **Early Pick-Up**

Students needing to leave school early must submit a written request to the division director signed by the parent/guardian. Students may not be picked up after 3:00 p.m. for elementary and after 1:00 p.m. for middle and high school.

### **Tardiness**

Tardiness is defined as more than 15 minutes late for class. Habitual tardiness will require a student/parent conference with the division director. Continued habitual tardiness will be counted as a half-day absence at the discretion of the division director.