



Discovery Montessori Academy Attendance Policy

STUDENTS

School Attendance

Good teachers and the best curriculum are of little consequence if students do not attend on a regular basis. Time lost from the classroom is essentially irretrievable; the experiences, discussions and the uniqueness of the classroom learning process require school attendance. Classroom attendance is considered to be an integral part of the student's course of study.

1. Attendance

Florida state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age eighteen.

2. Excused Absences and Dismissals

Contact must be made between the school and parent/guardian on the day of the absence or confirmation of absence must be secured upon the student's return to school.

The following constitute excused absences/dismissals

A.

1. Medical/illness or injury which requires the student's presence at home. Three or more absences in a week or a pattern of excessive absence due to illness may require a physician's note at the discretion of the principal or his/her designee
2. Death in the family which requires the student's presence at home



3. Religious observances which require the student's presence at home
 4. School sponsored activities, including field trips, interscholastic competitions
 5. Court appearances
 6. Expulsion and Out of school suspension
 7. In-school appointments (counselor, administrator, nurse etc.)
 8. Such others that the principals judges as wanted
- B. In case of illness or other emergencies necessitating early dismissal the school will notify parent/guardian or designated emergency person, if it is possible to do so, before dismissing the pupil. No pupil shall be dismissed from the school grounds without the approval of the principal of his/her designee.
3. Unexcused Absence
- A. All other absences with or without written explanation shall be considered unexcused.
 - B. Family vacations/trips are considered **UNEXCUSED**
4. Responsibility

It is the teacher's responsibility to:

- A. Keep accurate attendance records
- B. Provide a schedule of assignments and make-up work when appropriate

It is the PRINCIPAL'S or his/her designee responsibility to:

- A. Assist the teacher, students and parents by establishing clear procedures
- B. Communicate this policy to staff, students and parents
- C. Enforce this policy
- D. Follow through on unexcused absences and scheduled deadlines

It is the student's responsibility to:



- A. Complete missed class work assigned on the day of the absence within five (5) days of return to school. Students returning from an absence must be prepared to participate in previously announced test/quizzes/assignments immediately upon return to school, unless other arrangements have been made with the teacher and prior to an excused planned absence or extended illness.

5. VPK Attendance Policy

Students in the VPK Program are allowed only to miss 3 days out of the school year and must be excused by a Physician. Student in the VPK program have only 3 hours a day, so it is crucial for them to arrive everyday early.

VPK School hours are as followed:

- 8am to 12pm
Anyone arriving after 12 pm will be charged a \$1 a minute. Parents are to adhere to the VPK hours.

6. Elementary – High School (Kindergarten – 12th Grade)

Regular student attendance is expected. If a student is not prompt and regular in attendance, proper measures shall be taken to encourage regular attendance. If such encouragement is not successful in improving the situation, a review of assessment of student learning shall be conducted and a range of interventions up to and including retention shall be instituted. The final intervention plan or decision to retain rests with the school principal.

A. Elementary – High School (Kindergarten – 12th Grade) Procedure:

1. Kindergarten–12th Grade will receive 180 days of Academic Instruction.
2. Kindergarten–12th Grade will receive 8 hours daily for 180 days of academic instruction (Approximately 1,440 hours for the school year)
3. The homeroom teacher is responsible to take daily attendance with the school information system.
4. The school secretary will contact parent/guardian for each absence by telephone, email or automated telephone system.



5. A doctor's note may be requested for contagious illnesses, accidents, and extended school absences of a medical nature. A certificate allowing a child to return to school may be required following an illness of three (3) consecutive school days for reasons of illness or injury. If the child has been sick, a doctor's certificate is preferred.
6. The school secretary will provide written notifications to parents at two unexcused absences per month and or five unexcused absences in a year.
7. Administrator or designee shall track attendance regularly. Any student with ten (10) or more excused or unexcused absences shall be the focus of a parent meeting where a plan to improve student attendance is formulated; or earlier at the discretion of the principal.
- 8. If the attendance does not improve and absences continue, the school may seek further assistance and report it to the Department of Children and Families (DCF) as educational neglect per DCF Policy.**
9. A letter will be sent to the parent/guardian for habitual tardiness or early dismissals from the school. Students may be required to serve after-school detentions with his/her teacher to make up missed work.

A. Sample Elementary/ Middle School Attendance Letter:

As of [date], or records indicate the [student's name] has been absent from school a total number [number of days]. All absences must be excused by a parent/guardian or doctor's note and regular attendance is expected. Two (2) unexcused absences in a one month and/or five unexcused absences in a year require a meeting between the parent/guardian and a representative of the school, at which time state's statutes and Discovery Montessori Academy Attendance Policy will be reviewed.

You have been contacted by the school secretary or through automated emails or telephone system to inform you of your child's absence. At this time, you need to schedule a mandatory meeting with [name of student's], office personnel to address [his/her] absences.

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It is imperative we meet with you as soon as possible. Should [name of student] continue to be absent, the school may file truancy with the Dept of Children and Families.

Please contact the school's office at 305-247-4777.