

Treasure Village Montessori 2022-2023

A- RATED CHARTER SCHOOL OF EXCELLENCE



TVM Attendance Policy

Attendance Requirements:

Each parent and legal guardian of a child within the compulsory attendance age is responsible for the child's school attendance as required by law [Florida Statute §1003.21]. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

It is the responsibility of the parent to communicate any and all absences in a timely manner. All absences must be reported, in writing, to Ms. Amanda Amanda.Carey@KeysSchools.com. Ms. Amanda will code the absences according to the attendance policy. Please note: parent/guardian notification of an absence does not in-and-itself require the school administration to record the absence as excused.

Excused Absences:

- Parents must report the absence, in writing, to Ms. Amanda, the day before, the day of, or within two school days following the absence, otherwise the absence will be considered unexcused.
- Illness; After three days a medical note must be submitted in order for the illness to be excused; medical/dental appts – with submitted medical/dental notes will be excused;
- Religious Instruction/Holidays of the Student's Own Faith (proper notification required).

Unexcused Absences:

- family vacations/trips, not approved by Administration;
- activities that should be conducted outside of the school day (e.g., hair/nail appts, sleeping, doing homework, dance lessons); non-school events/programs/sporting activities; and activities more related to parental responsibilities (e.g., babysitting).

Tardy Policies:

A pattern of tardiness will affect your child's performance and is disruptive to the other learners and teachers. Three unexcused tardies will count as one absence. Tardy students must be signed-in at the Front Office and receive a tardy slip before heading to class.

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Excused Tardies:

- automobile accident;
- death or funeral;
- emergency situations acceptable to the principal;
- required court appearance;
- established religion observance;
- severe weather;

Unexcused Tardies:

- car problems (e.g., flat tire, no gas, car won't start, etc.);
- heavy traffic;
- overslept;
- returned for forgotten items;
- non-educational appointments

Special Guidelines:

- Students arriving tardy must be signed in/out through the Front Office.
- Students are responsible for meeting due dates set prior to an absence (e.g., tests, projects, etc).
- More than six absences/tardies, per semester, are considered excessive.
- Habitual Truant is defined by law as a student who has 15 unexcused absences within 90 calendar days.
- Truancy Petitions can be filed with the Circuit Court pursuant to §1003.26
- Excessive absences can impact the ability to re-enroll.