



Little Scholars Montessori Attendance Policy

ATTENDANCE POLICY

Tardy Arrival Policy

It is imperative that students arrive to Little Scholars Montessori on time. Students arriving after 8:30 am, will need to be checked-in using the lifecubby application kiosk and escorted to their assigned classroom by the parent/guardian. Additionally, parent/guardians must ensure the student completes their morning responsibilities at a developmentally appropriate independence level. A list of morning responsibilities will be provided by each classroom teacher and may list tasks such as storing personal items properly, lunch and snack preparation, changing of shoes, etc. It is important that students recognize consistent expectations, regardless of arrival time to ensure development of intrinsic initiative.

Medical appointments, including dental and therapeutic, should be scheduled so that the student arrives at school no later than 8:45 am or is dismissed no earlier than 12:00 pm, as to not interrupt the Montessori block. When an after lunch arrival is unavoidable, the student is required to have been provided lunch before attending Little Scholars for the day. The lunch schedule is documented in the *Daily Schedule* section of the Little Scholars Student Handbook.

Student's arriving after 8:45 am, without a doctor's note, will receive a tardy notification. Upon the 3rd tardy notification, a late arrival fee of \$15.00 will be assessed for each late arrival without a medical excuse. Excessive tardiness for all students will not be tolerated and such students will not be permitted to remain enrolled in the Little Scholars program.

Early / Late Dismissal

Dismissal time begins at 2:45pm. All students, not enrolled in after school care must be picked up by an authorized person no later than 3:00pm. If a student is present at 3:01pm, the daily extended care rate of \$15.00 will be assessed. Upon dismissal, the parent/guardian will be required to check-out the student through the lifecubby application kiosk to ensure accuracy of report times.

If an early or late dismissal is necessary, a written request should be sent to the teacher no later than the morning of the requested dismissal change. This will allow staff to ensure the student is dismissal ready at the requested time so that the dismissal will not cause disruption to the learning environment of the classroom.

Lower School (Nursery – Pre-K)

Little Scholars Montessori is required to report any communicable diseases, and therefore should be informed about the nature of a student's absence by 9am through the school email littlescholars.tn@gmail.com.

Upper School (Kindergarten-Fifth Grade)

In addition to the above tardy and dismissal policies being applicable, it is imperative elementary students attend the full school period. Students arriving after 11:45 am or dismissed before 12:00 pm are not counted present for the full school day. Little Scholars Montessori is required by Tennessee state law to report excessive tardiness and early dismissals for elementary students (Kindergarten–Grade 5). Students who have 5 unexcused tardies (arriving anytime after 8:45 am) are considered to have missed one full school day of instruction. For students Kindergarten through Grade 5, parents will need to meet with the Lead Teacher to discuss an academic plan for missed instruction after such an occurrence.

The Compulsory School Attendance Law in Tennessee (TCA 49-6-3007) states that a student who has been absent five (5) days (this means an aggregate of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered TRUANT. Little Scholars is required to follow the state of TN Attendance Law requirements for reporting truancy.

The following are “official/adequate excuses” that should be turned into the LSM office within 1 week of the absence date:

- Parent note (up to 5 days excused for student illness);
- Medical note (doctor, dentist, hospital, therapist) for which the student was the patient
- Court note for which the student was required to be in court
- Funeral notice (obituary/funeral program of a family member)
- Military deployment for military dependents (official documentation required), TN Law (TCA 49-6-3019) allows the following for out of country deployments 12 months or longer:
 - 1 excused absence when the parent leaves for deployment
 - 1 excused absence when the parent returns at the end of deployment
 - Up to 10 days excused absences when the parent is home from the deployment for Rest and Recuperation

- Policy additionally allows up to 5 consecutive days of excused absences when the parent deployment is less than 12 months.

*Absences exceeding the limitations of the Little Scholars Attendance Policy may be granted approval by the Little Scholars Montessori Director. Approval will be individually based on the circumstances for request, prior attendance, and academic performance. Requests must be submitted no later than 2 weeks prior to the intended absence date.