



Snake River Montessori School
nurturing potential

Preschool Kindergarten Elementary
2970 E. 1st Street Ammon, ID 83406 (208) 524-4730

POL -04 Rev. 03

Attendance Policy

Purpose

The purpose of this policy is to emphasize that regular attendance is an essential aspect of each student's education. It is also important for the student to arrive to class on time.

Responsibility

Administrative Staff, teachers, parents and guardians

Description

The school will track the time a student is absent from the classroom. The school will also track the amount of time a student arrives late to class. SRMS recognizes the ninety percent attendance recommendation from the State of Idaho.

Approval

Michael Canavan
President of the SRMS Board

Barbara Turner
Secretary of the SRMS Board

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Attendance Procedure

Responsibility:

The teacher is responsible for keeping an accurate record of student attendance and tardiness which will be used to enforce this policy.

Definitions:

Absence is the number of days a student is away from the classroom.

1. Excused - those caused by approved school activities, personal illness, or family emergencies.
2. Unexcused - vacations and any other reasons not listed above.

Tardiness is the act of not arriving at a designated time. Tardiness disrupts the children already at work and disorients the child who is late.

Notification:

1. When a pattern of absences or repeated tardiness is observed by the teacher it will become their responsibility to inform the Head of School.
2. The Head of School will inform the parent/guardian with a written letter indicating the number of absences and/or the number of days tardy.
3. Unexcused absences in excess of six (6) per trimester, or habitual tardiness, shall be considered excessive and may result in the child being retained in their current grade.
4. Students with excessive absences or tardiness may, at the Head of School's and Teacher's discretion, require a parent/guardian-teacher conference or additional work.



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5. In the case of excessive absences or tardiness, after consultation with the parents/guardian, the Snake River Montessori School (SRMS) Head of School may require repetition of a grade level, or withdrawal from the School.
6. Leaving early and the time lost as a result will be tracked by the school.

Special Circumstance:

1. If a child becomes ill and is unable to attend class on a regular basis:
 - a) A conference with parent/guardian, teacher and Head of School shall be held to determine if/how an intervention can be established.
 - b) If intervention can be established the procedure will be as follows.
 - The teacher will provide a packet of work for the student to complete at home.
 - The teacher will provide alternate times (not during regular class) that new lessons can be given.
 - The teacher will track/record the work the student has completed at home.

Related Policies:

- Child Supervision Policy