

***Metro East Montessori School Adolescent Program Attendance Policy***

Adolescent program (AP) students may enter the AP classroom starting at 8:15am. The school day begins with the completion of chores and checking in with the student’s advisor. A student is considered tardy if they are not ready to begin chores by 8:30am. Any student that has not completed their chores by 8:45am will need to satisfactorily complete their chores during the lunch period of that same school day. This policy also includes students that have an excused tardy due to an appointment.

**Excused absences and late arrival:** A parent or guardian must notify the student’s advisor at least two days in advance of any excused absences including health appointments or the observance of a religious holiday. A student will be given two days to make up any missed work due to an excused absence. Other valid, excused absences include attending the needs of a family emergency or if there is a death in the immediate family. If a family has an educational family trip planned during the school year, a written one week notice must be given to the student’s advisor in order to provide the student with appropriate makeup work. In such an instance, the student will be responsible for turning in make-up work upon returning to school. Please note that a student “sleeping in” does not constitute an excused tardy.

**Unexcused absences:** Work missed due to an unexcused absence will not be given credit.

Due to the nature of our program, students may or may not be on campus on any given school day. It is the responsibility of the parent or guardian to notify in writing if a student needs to leave early during the school day. This communication is important as students may/ may not be on the main campus at school for an early pick up.

*A student missing 5% or more of a class will not receive credit for that class regardless of the reason for the absence.*

***I have read and agree to the Metro East Montessori School Adolescent Program Attendance Policy***

***Student signature*** \_\_\_\_\_ ***Printed Name*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Parent/ guardian signature*** \_\_\_\_\_ ***Printed Name*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Parent/ guardian signature*** \_\_\_\_\_ ***Printed Name*** \_\_\_\_\_ ***Date*** \_\_\_\_\_