



ATTENDANCE POLICY

Atlantic Montessori Charter School believes that regular school attendance is essential to every student's academic achievement, social-emotional development, and overall success. Every instructional day provides valuable learning experiences that cannot be fully replicated through make-up work. Our Montessori instructional model, small-group instruction, intervention services, enrichment opportunities, and Micro-Society program build upon each day's learning. We ask families to partner with us by making daily attendance and punctuality a priority.

School Hours

Students should arrive early enough to be in their classroom and ready to begin instruction by 8:30 a.m.

Monday, Tuesday, Thursday & Friday: 8:30 a.m.–3:00 p.m.

Wednesday: 8:30 a.m.–2:00 p.m.

Reporting an Absence

Parents/guardians must notify the school whenever a student will be absent. Report absences before school whenever possible and within two school days of the student's return. Include the student's name, grade, date(s), reason, and parent/guardian name.

Excused Absences

Student illness or injury, qualifying mental health concerns, illness or death of an immediate family member, religious holidays, court appearances, scheduled medical/dental appointments, school-approved educational activities, and other exceptional circumstances approved by administration. Medical documentation may be requested for excessive absences.

Unexcused Absences

Vacations during the school year, non-approved family trips, oversleeping, missing the school bus, failure to report the reason for an absence, or other absences that do not meet the school's criteria.

Attendance Monitoring

AMCS monitors attendance, tardiness, and early dismissals. When attendance concerns develop, the school will partner with families, develop attendance improvement strategies when appropriate, and follow Florida attendance requirements.

Tardiness

Students must be in their classroom and ready to learn by 8:30 a.m. Repeated tardiness may result in conferences and attendance interventions.

Early Dismissals

Students will not routinely be released during the final 30 minutes of the school day except for emergencies or administrative approval.

School-Sponsored Activities

Students participating in approved field trips, performances, competitions, Micro-Society activities, and other school-sponsored events are considered present.

Make-Up Work

Students with excused absences will have a reasonable opportunity to complete missed work. Some hands-on instructional experiences cannot be fully recreated.

Parent Partnership

Parents are expected to support daily attendance, report absences promptly, maintain current contact information, and respond to school communications regarding attendance.