



Treasure Village Montessori Charter School
Be A Good Human: Kindness Matters!

2025 - 2026

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 via email. Amanda.Carey@KeysSchools.com

Ms. Amanda will code the absences according to the attendance policy, aligned with Monroe County School District. Please note: parent/guardian notification of an absence does not require the school administration to record the absence as excused.

Excused Absences:

- Parents must report the absence the day before, the day of, or within two school days following the absence, otherwise, the absence will be considered unexcused.
- Tardy students must be signed in at the Main Office.
- Parent/Guardian notification of an absence does not in and itself require the school administration to record the absence as excused.
- Parents/Guardians who sign their student out before the end of school for medical/dental appointments will be marked unexcused. When the attendance office receives a medical/dental note, the absence will be changed to excused.

Unexcused Absences:

Including absences not defined in the excused absence section and absences not documented within two school days. Examples include but are not limited to:

- shopping trips;
- family vacations/trips;
- activities that should be conducted outside of the school day (e.g., hair/nail appts, sleeping, doing homework, DMV business, dance lessons); non-school events/programs/sporting activities; and activities more related to parental responsibilities (e.g., babysitting or providing transportation).
- Any unexcused absence will result in a grade penalty for work missed.

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.

Excused Tardies:

- Illness; After two days a medical note must be submitted in order for the illness to be excused; medical/dental appts – with submitted medical/dental notes;
- 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 check out through the Main Office.
- Students have 2 days for each day missed to make up class work upon return to school from an absence.
- After 3 consecutive absences, the teacher determines the due date for make-up work
- Students are responsible for meeting due dates set prior to an absence (e.g., tests, projects, etc).
- Students will be referred to the Child Study Team after 5 unexcused absences within a calendar month or 10 unexcused absences within 90 calendar days.
- More than six absences per semester are considered excessive.
- A 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
- Illness or Injury of Student
- Religious Instruction/Holidays of the Student's Own Faith (3 days notification required)
- Doctor/Dentist Appointment
- With Written Permission of the Principal
- Special Event Approved by the Principal
- Excessive absences can impact the ability to re-enroll.