



## DEARBORN HEIGHTS MONTESSORI CENTER

### ATTENDANCE AND TARDY POLICY

Regular, punctual attendance is a prerequisite to success in school. For a child in any level of Dearborn Heights Montessori Center (toddler, preschool, elementary, or adolescent) to achieve an optimal educational experience, he or she must attend class and be on time. Our curriculum is rich and challenging and it is our expectation that all students are present every day school is in session. Out of respect for the student's routine, formation of organizational habits, and access to classroom lessons, materials and curriculum, it is imperative that children arrive at school on time. Habitual tardiness or absenteeism results in serious lapses in the accumulation of knowledge, enrichment, practical and physical skills, self-discipline, and sense of responsibility.

Exceptions will be considered under extenuating circumstances such as illness, hospitalization, surgery, or death in the family. Vacations do not qualify as extenuating circumstances. Documentation must be submitted to the school to validate extenuating circumstances.

#### CLASS START TIMES:

8:30 a.m. Toddler, Morning Preschool, Full-day Preschool, Extended Day Kindergarten, Elementary School, Middle School

12:30 p.m. Afternoon Preschool

#### LATE ARRIVALS:

Students must be escorted into the building by a parent and obtain a late pass at the front desk.

#### DEFINITIONS:

Definitions are based on a school calendar year of 180 days.

Tardy: A student enters class after 8:30 a.m. or 12:30 p.m.

Habitual Absences: 5 or more absences

Habitual Tardiness: 5 or more tardies  
5 tardies = one absence

#### DISCIPLINE SEQUENCE

1. Teacher-Parent Contact—Purpose is to remind the family of the absence/tardy policy.
2. Teacher-Parent Conference—Formal discussion about the impact of tardiness and absenteeism on the success of the child.
3. Administrator-Parent Conference—Parents of students who exhibit habitual tardiness or absenteeism will be referred to the office, and are in a position where promotion to the next grade level is in jeopardy.