



Innovation Montessori Ocoee/Innovation Montessori High School Attendance and Tardy Policy 2022-2023

As we know student attendance is an integral part of your child's social, emotional and academic growth. Ultimately it is the responsibility of the student and parent/guardian for student attendance. IMO is always here to help. The attendance records of any student who accrues five (5) unexcused absences in a calendar month or ten (10) unexcused absences in 90 calendar days may be obtained by law enforcement or the State Attorney for review and possible intervention. Please use this link to read Florida Law regarding compulsory school attendance.

<http://www.fldoe.org/how-do-i/attendance-enrollment.stml> .

Due to Orange County School Board Policy, we are not able to excuse absences by phone. All absences are unexcused unless written documentation with a parent/guardian signature is received in the Attendance Office and the absence deemed excused according to the Absence Policy within 48 hours of the absence. We encourage parents to use our online attendance form found here: <http://innovationmontessori.com/attendance/>. Absences for illness lasting five (5) or more consecutive school days require a doctor's note. If the child has been absent less than 5 straight days then upon return to school, a written note stating the student's name, the date(s) of the absence, the reason, the parent/guardian signature, and at least one working telephone number needs to be submitted to the Front Office. Our office staff will be guided by the policies set by the Orange County School Board to determine if an absence is excused or unexcused. Based on criteria set by the Orange County School Board, excused absences for Innovation Montessori Ocoee include the following:

- Illness, injury or other insurmountable condition of the student.
- Illness or death of a family member of the student's IMMEDIATE family (student's brother, sister, parents).
- Recognized (or established) religious holidays and/or religious instruction.
- Medical appointment.
- Participation in an approved activity or class of instruction held at another site.
- A prearranged absence of educational value with the Principal's approval.
- Head lice infestation - up to four (4) days during the school year.

A Pre-Notification of Student Absence form should be completed for any student who will knowingly be absent for something other than illness. Please note that completion of a Pre-Notification of Student Absence form does not automatically ensure the absence will be excused; it is simply a way of notifying the school prior to the absence. Personal trips and vacations during the school year may not be excused absences. Please contact the principal with your pre-notification by using the Student Absence form. You will be notified within 72 hours if the absence is unexcused. If you have any questions about the attendance policy, please contact the front office.

Tardy Policy

If a student is late to school either the parent or child (if unaccompanied by the parent) must sign in at the front office. Classes begin at 8:30 am. For every five tardies it will equate to one unexcused absence on the truancy report. This can add up quickly. Another reason to be on time every day.