

## ATTENDANCE POLICY (Policy 503)

The Monticello High School Staff believes that regular school attendance is a significant and valuable component of a student's education. Engaged attendance and daily participation are directly correlated to successful academic achievement. It is difficult to replicate the dynamics of group participation through make up or other alternative assignments as each student enriches the success of the entire class. Further, when students attend school, both parents/guardians and school officials are aware of where they are during school hours. Thus, accurate attendance is key to student safety and is expected. Therefore, engaged attendance is critical to the success of your academic progress and achievement. What each and every individual student brings to in-class attendance contributes to the exchange of ideas and accomplishments of the group as a whole.

If a student must be gone from class, they are expected to make prior arrangements through a discussion with the teacher and the attendance office. It is the students' responsibility to make arrangements in advance and the parent's responsibility to call the attendance office. It is also the students' responsibility to sign in and out of school through the attendance office.

As we prepare students for future employability, plans and goals, communicating absence is a basic essential of the workplace. A phone call is expected prior to all absences(s) from illness or necessary appointments as detailed in the "Recognized Exceptions to Regular School Attendance".

For these reasons, student absences from school should be limited to those instances in which it is genuinely unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance. If you become sick at school, you must obtain a pass to the nurse's office and the nurse will contact parents and document your release.

To see complete School District Policy, assess the website:

<https://www.monticello.k12.mn.us/domain/411>

**Parents/Guardians** are requested to **call** the Attendance Hotline **prior to** a student's **absence**, or out of school **appointment: 763-272-3010 Available 24 Hours per Day**

\*In the event that the parent/guardian was unable to call the school, a parent/guardian written note is also accepted at the attendance office. False telephone calls or forged notes will lead to appropriate consequences.

### **Recognized Exceptions to Regular School Attendance:**

- Administratively pre-approved absences
- School sponsored events (i.e. field trips, support groups)
- Official religious holidays
- Funeral
- Removal from school by suspension
- Family emergency
- Illness verified by parent/guardian, health professional, or school nurse

- Appointments which cannot be scheduled outside of the school day
- Family trips(5), College visits(2) that are pre-approved through the Attendance office (preferably a week in advance)

### **Steps to Pre-approved Absence**

1. Parent/Guardian verification to attendance office (call or written note)
2. Advanced make-up form signed and completed by teacher (must be completed prior to the pre-arranged absence).
3. It is the student's responsibility to consult their teachers regarding absences from school and required make-up work.

\*Students cannot leave the school during school hours without completing step one as listed in this section.

### **Absences Fall into two Categories:**

1. Excused absences: Typically for personal illness, emergencies, medical or dental appointments, family trips, or situations where there is agreement between home, school, and student as to purpose and validity of absence. (No penalties or consequences)

Suspensions are to be handled as absences and students will be permitted to complete make-up work. Extended family trips must follow the "Steps to Pre-approved Absences" found in the Student Handbook.

2. Unexcused absences: An absence which has neither the approval of parent or guardian or failure to notify the school, skipping classes during the school day, or leaving school at any time for any reason during the school day without securing permission. Parents will be notified by phone of unexcused absences. Classroom teachers will discuss attendance concerns with the student. Notification by mail follows. **TRUANCY** - Unexcused absence become trancies that are reported to the County per established guidelines and laws. Students, missing more than 10 minutes of class may be marked as absent. This is left to the discretion of the classroom teacher.

**Consequences for truancy may range from detention, parent conference, In-School Suspension, Out-of-School Suspension, and/or referral to Wright County for Truancy. Truancy may also result in loss of credit for class work due during the unexcused absence.**

Students who are truant may not be permitted to make up work. This is left to the discretion of the classroom teacher.

**NOTE:** The Attendance Office is located inside the west entrance of MHS. Attendance clerks will be at the counter to issue passes and to help students with specific problems or questions. Students should go to the Attendance Office for all attendance related matters.