

Monticello Attendance Office

(434)-244-3120

mohsattendance@k12albemarle.org

All day, every day.

Our goal is to have every child at school every day for the entire day. Attending school is important because students are more likely to succeed when they attend school consistently.

Absences

Parents should contact our attendance office before or on the day of their child being absent. If necessary, a guardian can send a note to the school when the child returns to school.

If notification is not provided before or on the day of the absence, an automated message will be sent families. We send this message based on first period attendance and also at the end of the day for any class absence that is unverified. This message serves as a reminder for you to contact our attendance office and to alert you to an unexcused absence.

Students will be expected to make up work for all classes missed within five (5) days of return to school. Extenuating circumstances may be considered in extending the time limit

Early Dismissals

Students may bring a note from their families to the attendance office if an early dismissal is needed. The student will be given early release pass to provide to his/her teacher. The student is responsible for signing out at the attendance office before leaving school. Additionally, a parent may come to the attendance office, call, or email to have a student released from class.

A student will not be released in the custody of anyone other than the student's legal parent or guardian unless the school has received permission from the student's legal parent or guardian for such a release. In cases where recognition is not certain, definite identification shall be established.

Late Arrivals

Students who arrive after 9:05 must sign in at the attendance office. Students who arrive before 9:05 will still be considered tardy, but should report directly to class.

Students who arrive late because of a late bus will be provided with a late bus pass. These tardies will be excused.

Tardies

Being on time is an important life skill.

After 3 tardies to school or class, students will meet with their administrator who will issue a lunch detention. After the 6th tardy, the student will be assigned after school detention. After the ninth tardy, students will be assigned Saturday detention for each tardy.

Class Absences

A student is considered absent if they miss more than 15 minutes of class. If a student accumulates more than 10 absences to a class, whether excused or unexcused, he/she will meet with an administrator. Per school board policy, the principal has the discretion to deny credit to any student who misses eight or more classes in a school year.

The following school-related absences do NOT count toward credit denial:

- Field trips or other school-sponsored activities
- Late buses
- College visits
- Pre-arranged absences due to religious reasons

A student who skips a class, will be assigned after school detention. This provides students with an opportunity to make-up for missed work and promotes good attendance and helps students learn responsibility.

When should I send my child to school?

Send your child to school if

- he/she has a runny nose or just a little cough, but no other symptoms.
- he/she hasn't taken any fever reducing medicine for 24 hours, and hasn't had a fever during that time.
- he/she hasn't thrown up or had any diarrhea for 24 hours.

Keep your child at home if

- he/she has a temperature higher than 100°F even after taking medicine.
- he/she is throwing up or have diarrhea.
- he/she has eyes that are pink and crusty

Call a doctor if

- he/she has a temperature higher than 100°F for more than 2 days.
- he/she has been throwing up or has diarrhea for more than 2 days.
- he/she has the sniffles or cough for more than a week and isn't getting better.
- he/she is having asthma symptoms after using medicine

Excessive Unexcused Absences

Upon the fifth unexcused absence, we will begin formal tracking and documentation of attendance issues. We will work with you to develop a plan to resolve your child's non-attendance issue. It is important that we document reasons for all absences.

After additional unexcused absences in circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements, a discussion about whether the court needs to be involved will occur. This could result in the parent facing charges for "failure to send a child to school" or "contributing to the delinquency of a minor."