MONTICELLO HIGH SCHOOL

ATTENDANCE RULES & POLICIES

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 is unable to call the school, a parent/guardian written note is also accepted at the attendance office. **Students can not make a call to the attendance office on their own behalf.** 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-approve An 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 obtain 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: No penalties or consequences, pre-arranged.

a. Examples of Excused Absences:

i. Illness
ii. Emergencies
iii. Medical and/or Dental Appointments
iv. Family Trips

2. Unexcused Absences: An absence which has neither the approval of parent/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.

a. Examples of Unexcused Absences
i. Absences without parental permission or administrative approval
ii. Oversleeping or missing the bus/ride
iii. Failure to follow the proper procedure when leaving the building
iv. Work at home / work at a business, except under a school-sponsored work release program
v. Babysitting or family member care
vi. Leaving class early without permission
vii. Arriving to class more than ten minutes late

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.

Truancy Unexcused absences become truancies 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.

Make-up Work
Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher in conjunction with Individual Education Plans (IEPs) or 504 plan. Daily work missed because of absence will be given a time extension upon the student's return equal to the total number of days absent. Daily work not completed within this time frame shall result in "no credit" for the missed assignments. Long term projects are due on the date assigned unless the student has made prior arrangements with the teacher. The teacher, Student Assistance Team, Case Manager, and/or Principal may extend the time allowed for the completion of make-up work only in the case of an extended illness or extenuating circumstance.

Tardiness
A tardy is defined as being late to class. Getting to class on time is essential to the learning process. Teachers may have point-earning activities that cannot be effectively replicated by students with tardiness or absences. Being late reflects a lack of respect for the teacher and students in the classroom. Teachers will keep a record of individual student tardiness. Upon reaching the third tardy to class, the teacher or administrator will issue a detention card. A student is tardy if he/she is not in class following established classroom expectations as per the approved course syllabus.
IMPORTANT: After several tardies to school, students holding a parking permit may face a suspension of parking privileges.
A. A student is considered absent having been tardy for more than ten (10) minutes of classroom instruction.
B. Excused Tardiness: any tardiness for which the student is excused in writing by an administrator, faculty member, or attendance clerk. Students will be allowed to enter class with a pass.
C. Unexcused tardy: any tardiness for which the student does not have a written or verifiable excuse from an administrator, faculty member, or attendance clerk.

Hall Sweeps
Hall sweeps are performed regularly to ensure students arrive at class on time. Students that are caught in a hall sweep are subject to administrative consequences, beginning with phone calls home and the assignment of after school reflection time.

10/10 Rule
Students are not permitted to leave the classroom in the first ten minutes of class and the last ten minutes of class. Emergencies are at the discretion of the teacher and only one student may leave at a time during this period. Failure to comply with this may result in an unexcused absence and recurring issues may result in administrative consequences.

Excessive Absences and Tardiness
Excessive absences and tardiness develop "at-risk" behaviors. Student Success hours will be required to make-up missed and/or truant behavior reported to Wright County. After the 13th absence, a doctor's note will be required.

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Our School daily average attendance goal is 95 percent. What constitutes a daily average attendance (DAA) below 95 percent?

- Missing 0.25 day or more per week

- Missing 2.25 days or more per quarter
- Missing 4.50 days or more per semester

To assist students in developing academic success, a communication channel which may include phone calls, after school Student Success Program, mentoring, counselor intervention, and parent conference to establish an attendance contract, medical documentation, and/or education alternative.

Attendance Process for Appeals
Students seeking an exception to our attendance policy may appeal to the Monticello Appeals Team. Appeal forms are available in the attendance and administrative offices. When the form has been completed and signed by both the student and the parent, it is to be returned to the administrative office for review by the Appeals Team (Principals and Counselors). Requests for an appeal must be received within two weeks of the absence. The appeals team will review and decide upon each appeal.

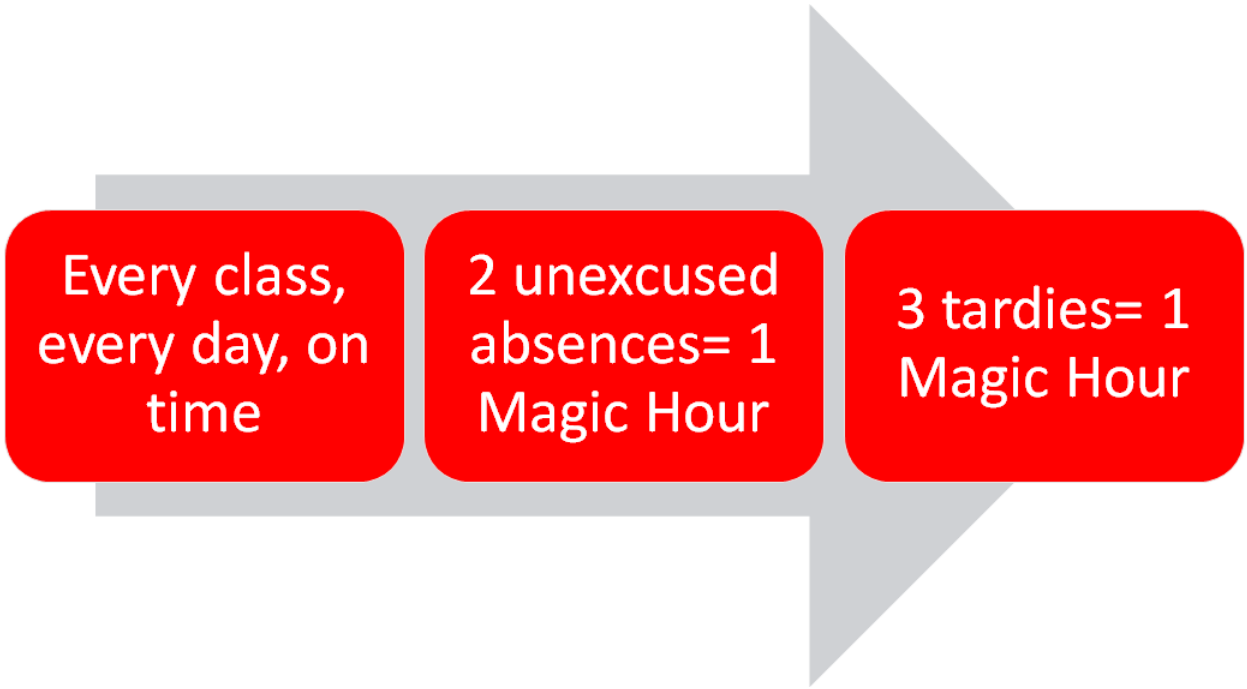
Attendance Policy for Activities
Students participating in activities must be in attendance ALL SEVEN (7) CLASS PERIODS to be eligible to practice or compete. Students with truancies will be dealt with on an individual basis. Suspension from competitions will result from truancies.
Exceptions to the policy will be:

1. Administrative pre-approved absences
2. School sponsored event (i.e. fieldtrip)
3. Professional appointment with PRE APPROVED PARENT PERMISSION (IE: doctor, dentist, chiropractor, or psychiatrist)

Other exceptions to this policy shall be considered ONLY upon the advice and consent of the Principal or Activities Director.

BUILDING PASSES Building passes, provided in each classroom, are in effect during the school day. Students are to be in the area or in transition as stated on their pass sheets, signed by their teacher.

MAGIC HOURS:



How to Make Up Magic Hours:

There are a number of ways to make up Magic Hours. They include, but are not limited to:

1. Attending after-school study tables or a restorative circle with administrators.
2. Completing a credit-bearing experience during Homeroom (see Mr. Pierskalla for more information).
3. Participation in a family/school meeting regarding a scholar's academics, attendance, or behavior.
4. Completing acts of service for staff (must be approved by staff).
5. Completing truancy-related assignments in Schoology.
6. Completing an academic plan to submit missing assignments.

Incomplete Magic Hours can result in assigned lunch seating or inability to attend school-sanctioned events such as dances, performances, and games.