



Monte Sano Elementary Attendance Protocol Notification

SEPTEMBER 16, 2022

DEAR PARENTS OF MONTE SANO, IT IS FALL PROGRESS REPORT #1

THE RICHMOND COUNTY SCHOOL SYSTEM ATTENDANCE PROTOCOL IS IN EFFECT. THIS IS A GREAT TIME TO REVIEW HOW YOU CAN HELP SUPPORT GOOD SCHOOL ATTENDANCE. DOUBLE CHECK YOUR CHILD'S PROGRESS REPORT FOR UNEXCUSED ABSENCES AND TARDIES.

As a reminder, Monte Sano's school hours are 7:25 am until 2:10 pm. We have instruction from opening until the end of the day. Students arriving 7:30 are marked AM tardy and students checked out early are PM tardy. 10 tardies = 1 unexcused absence.

WE WANT TO HELP! BELOW IS A SUGGESTED PLAN FOR YOU TO DISCUSS WITH YOUR CHILD.

I will talk with my child about these suggestions:

- **I will talk to my child about how going to school every day will help them do well in school and achieve their hopes and dreams**
- **I will keep an attendance chart at home. At the end of the week, I will recognize my child for attending school every day with _____ (i.e. a visit to the park, a new book, a break from doing chores, a special treat)**
- **I will make sure my child is in bed by ___p.m. and the alarm clock is set for ___a.m.**
- **I will find a relative, friend or neighbor who can take my child to school if I can't make it.**
- **If my child is absent, I will contact his/her teacher to find out what he/she missed.**
- **I will set up medical and dental appointments for weekdays after school.**

To improve my child's attendance, I commit to the following:

- 1. Notify teachers when there is any updates affecting attendance and reach out to contacts on my occasional/potential helpers list.**
- 2. Ensure my child is on time and at school every day**
- 3. Send a parent note (up to 5 per year) or doctor's note every time my child must be absent**

ATTENDANCE MATTERS!

We will review progress to meet this goal in one month. Be mindful that if your child's attendance does not improve, next steps in the RCSS attendance protocol will be taken. Please contact our counselor, Ms. Wong or the registrar, Ms. Gomez if you need additional assistance.