SHENANDOAH VALLEY ELEMENTARY SCHOOL

POLICY ON ABSENCE – TARDY – EARLY DISMISSAL

(570) 462-2796

ABSENCE - We require that if a student is absent, the parent/guardian must call the elementary office by 8:30 am and with the reason (illness, doctor appointment, death in the family). Only reasonable excuses are accepted.

Attendance call in phone number 570-462-2796 ext. 4160

EXCUSED ABSENCES - It is imperative that upon return to school the student gives his/her homeroom teacher a written note from parent/guardian stating reason for the absence. **When a student is absent for 3 days or more, a doctor's note is required. *Remember you have 3 days after the absence to hand in the note.*** If this procedure is followed these days will be **"Excused Absences".** Any student who accumulates more than **10 "Excused Absences"** during the school year, must bring in a **doctor's note for each day absent after the 10th day.**

EXTENDED ABSENCES - If a student is going to be out for an extended period of time, such as for surgery or extended illness, please call the elementary office and let us know, so arrangements can be made for the students assignments.

TARDIES - If your son/daughter is going to be late for school, we ask that you call the elementary office by **8:30 am** and bring a note with them to hand in at the front desk upon arrival. This will be considered an **"excused tardy"**. Reasons for tardy are doctor appointments, illness, or an emergency). A **citation** will be issued for insubordination if the student has **8 or more unexcused tardies** for the year.

EARLY DISMISSAL - As per our school policy, the student may be dismissed early if the parent/guardian signs them out in the elementary office. **A note must be sent in with the student advising that they will be leaving early!** The student will remain unexcused until a doctor's note is received upon return or the next day.

EMAIL OPTION - Absentee notes can be emailed to the following address moyema@svbluedevils.org Emails for student absences must be from a parent/guardian email account and have student's full name, grade, date(s) of absence and reason for absence. Doctor's notes may also be attached.

Your cooperation is greatly appreciated. If you have any questions, you may call us at

570-462-2796.

You can visit our website at: **www.svbluedevils.org**