

**SHENANDOAH VALLEY HIGH SCHOOL**  
**POLICY ON ABSENCE – TARDY – EARLY DISMISSAL**

**(570) 462-1957**

**ABSENCE** - We require that if a student is absent, the parent/guardian must call the high school office by 8:00 am and with the reason (illness, doctor appointment, death in the family). Only reasonable excuses are accepted.

**Attendance call in phone number 570-462-1957 ext. 4160**

**EXCUSED ABSENCES** - It is imperative that upon return to school the student gives his/her first period 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 10<sup>th</sup> 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 high school 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 high school office by **8:00 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. **Students must be in their 1<sup>st</sup> period classroom by 8:06 am or they are tardy!**

**EARLY DISMISSAL** - As per our school policy, the student may be dismissed early if the parent/guardian signs them out in the high school 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](mailto: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

**570-462-1957.**

You can visit our website at: **[www.svbluedevils.org](http://www.svbluedevils.org)**