



ATTENDANCE & ABSENTEE PROTOCOL

General School Information	
School Phone	703-433-6760
School Fax	703-433-6761
Absentee Line	703-433-6762
School Website	ourladyofhopeschool.net
Front Office Contacts	
Mrs. Jeanne Canavan, Principal	jcanavan@ourladyofhope.net
Mrs. Angela Matzke, Office Manager	amatzke@ourladyofhope.net
Mrs. Jennifer Duren, LPN	nurse@ourladyofhope.net
Mrs. Carol James, Clinic Aide	nurse@ourladyofhope.net
Teachers	
Emails found in School Directory	

Please email the Nurse, your child's teacher and Mrs. Matzke if your child is:

- ❖ Absent
- ❖ Sick
- ❖ Tardy
- ❖ Leaving Early for the Day (or for an appointment)
- ❖ On Vacation

Note: If your child has been seen by a doctor for an injury, health concern, or diagnosed communicable disease (COVID-19, strep, flu, pink eye, etc.) please contact the Clinic Staff. Please note for illness: Any child who has a temperature of 100 degrees or greater, diarrhea, or vomiting will be sent home within one hour. A child must be symptom free and fever free without medication for 24 hours before returning to school.

Any child who has been out for **three or more consecutive school days due to illness may be required to submit a doctor's note upon return.** These situations will be handled by the school in a cases by case basis.

Picking up Missed Work: If a student misses work for **two or more** days due to illness, parents may request (from the teacher) for work to be available upon the **third** day of absence. Requests should be made by 10 AM to the teacher and picked up after 3:15 PM from the Front Office.

Vacation/Missed School Day: Work may be given in advance upon the **teacher's discretion.**