



## ATTENDANCE & ABSENTEE PROTOCOL

General School Information	
School Phone	703-433-6760
School Fax	703-433-6761
Absentee Line	703-433-6762
School Website	<a href="http://ourladyofhopeschool.net">ourladyofhopeschool.net</a>
Front Office Contacts	
Mrs. Natalie Evans, Principal	<a href="mailto:nevans@ourladyofhope.net">nevans@ourladyofhope.net</a>
Mrs. Angela Matzke, Office Manager	<a href="mailto:amatzke@ourladyofhope.net">amatzke@ourladyofhope.net</a>
Mrs. Krystle Hathaway, School Nurse	<a href="mailto:nurse@ourladyofhope.net">nurse@ourladyofhope.net</a>
Mrs. Carol James, Clinic Aide	<a href="mailto:nurse@ourladyofhope.net">nurse@ourladyofhope.net</a>
Teachers	
Emails found in school directory and website	

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 case by case basis.

**Picking up Missed Work:** If a student misses work due to illness, parents may request (from the teacher) for work to be available at the **end** of the day. 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:** Parents are strongly urged to plan family trips and vacation during school holidays and summer vacation. Vacations while school is in session must first be approved by the Principal. If a student is absent, work may be given in advance upon the **teacher's discretion.**