



## STONY BROOK ELEMENTARY SCHOOL ATTENDANCE PROCEDURES FOR PARENTS & GUARDIANS

**ABSENCES** - If you know your child will be absent, please call 609-737-4006 and leave a message on the TelSafe line (option 2) before 8:30 a.m. Please leave your name, your child's name, teacher, the date of your child's absence, and reason for the absence, including symptoms if your child is sick. Please do not rely on e-mail notification to the teacher as the school may not receive it if the teacher is absent. If the school is not notified of your child's absence, you will receive a phone call inquiring about your child's absence. Failure to notify the nurse/main office will result in an unexcused absence being assigned to your child. If we are unable to reach you, we will have to contact the local police for a welfare check. An excessive accumulation of **unexcused absences** may impact your child's academic performance for that marking period. You may review your child's attendance in OnCourse Connect.

**RETURNING AFTER AN ABSENCE** - In order to be excused from an absence, a doctor's note is required. The note must contain your child's name, date of absence and a doctor's signature. The letter must be received within five school days of your child's absence. After the five-day period, the absence(s) will be considered **unexcused**. Have your child drop the note off in the main office or e-mail a copy to [sbmainoffice@hvrstd.org](mailto:sbmainoffice@hvrstd.org) or the school nurse [felicitytoto@hvrstd.org](mailto:felicitytoto@hvrstd.org).

**ARRIVING LATE TO SCHOOL** - When your child arrives late to school (after 8:40), they must sign in at the main office vestibule. If it is a scheduled doctor's appointment, please provide a doctor's note and the child's tardy will be excused. Without a note your child will be marked tardy.

**LEAVING SCHOOL EARLY (PLANNED)** - When possible, please either send a note in with your child or call/e-mail the main office to let them know that your child is leaving early and the reason why. The note must contain your child's name, date of absence, reason for absence and parent's signature. Once you arrive, you must present your ID in the camera. Your child will be delivered to the main office vestibule.

**LEAVING SCHOOL EARLY (UNEXPECTEDLY)** - If an emergency arises and your child must leave school early, a parent or guardian must call the main office at 609-737-4006 and inform them that you will be picking up your child. If your child becomes ill during school hours, the nurse will contact you to let you know that your child needs to be picked up. Once you arrive, you must present your ID in the camera. Your child will be delivered to the main office vestibule.