



NEW MANCHESTER ELEMENTARY SCHOOL

"It Takes a Team to Educate a Child"

Cynthia L. Virtue, Principal

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Dear Parents/Guardians:

Please remember to call the **school office** each day your child is absent. Regardless of the reason of the absence or the amount of days the child is absent; it is your responsibility to contact the school office by PHONE each day so that the absence is not considered "**unexcused**". If the school office does not hear from you, your child's absence will be considered an "**unexcused**" absence. Upon return to school the student can present a written note or doctor's excuse (within three days) to change an "unexcused" absence to "excused".

Again, it is imperative that you contact the **school office**, not your child's teacher or utilize Class Dojo to notify the school of an absence. Although we encourage you to communicate with the classroom teachers regarding your child for any reason, contacting the **school office** is the only way to ensure your child's absence will not be considered "unexcused".

According to Hancock County School Policy (JE-2), it is the responsibility of the parent/guardian to inform the school by PHONE or WRITTEN NOTE why your child has missed school. Also remember that unexcused absences may result in formal interventions with Juvenile Mediation, Department of Health and Human Resources, and/or Magistrate Court.

If you have any further questions, please do not hesitate to contact the school office.

Thank You!

Cynthia L. Virtue
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