

TARDY NOTIFICATION

Tardiness to School

A student who is not in his/her assigned location by 8:45 a.m. shall be considered tardy to school. Any student arriving late to school is to report to the School office before going to class.

Late Arrival to School

After 8:45 a.m., all students must sign in and receive a pass from the office in order to be admitted to class. The Parent/Guardian must walk the student into the elementary main office to sign them in. The student will be counted absent up to the point of arrival. Students will be counted tardy between 8:45 a.m.- 9:15 a.m.

***Please remember routines, teaching and learning all begin at 8:45 and are essential to a students learning experience.**



Notification of Absence

If a student will be absent, the parents must notify the School at 937-687-3511 by 9:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

State Absences - All absences will be reported to the State based on **House Bill 410**. See chart below:

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with or without legitimate excuse	65 with or without legitimate excuse

Contact Information -

If your student is tardy or absent, please send an email to Leann Grubb, Attendance Secretary @ lgrubb@newlebanonschools.org Or Call 937-687-3511 Extension 201

Please include the Date, Students full name, Grade, Who is calling and Reason for student's absence. If this is a Covid related absence, please state that in your message also.