

## **Important Attendance Information**

- Anytime a child is absent, parents are **required** to notify the school by 10:00 am in accordance with the Missing Children's Act. This is to ensure that all students are accounted for.
- Please call The Education Connection Automated Phone Line at 937-845-4483 anytime to report absences. This line is available 24-7. Please do not call the school line if you are just reporting an absence.
- Absences not called in or excused with a parent or doctor's note are unexcused.
- Parent notes can only excuse up to 5 days or 32.5 hours per semester. Any days over 5 or hours over 32.5 per semester require a doctor's note.
- Please do not plan family vacations on days school is in session. Again, only 5 days per semester or 32.5 hours will be excused with a parent note.

### **Please help your child develop good attendance habits by doing the following...**

- Schedule routine doctor and dentist appointments before or after school or on days school is not in session. See the calendar on the reverse side. 2-hour delay days, Inservice Days and PD Days are a great time to make these kinds of appointments.
- Plan to arrive at school by 8:40 a.m. if your child is eating breakfast or by 8:55 a.m. if your child is going directly to class. Please don't bring your child right before the tardy bell at 9:10 a.m. This puts your child at a disadvantage when their classmates arrive 15 minutes earlier and have time to unpack and prepare for their day.
- If a child arrives after 9:10 am, parents must bring the child into the building and sign him/her in.

### **Other things to note**

- Students must be fever-free for 24 hours without medication before returning to school.
- Tecumseh Local School District has a nit-free head lice policy. Should your child contract head lice, you will need to treat their head and remove all nits before they will be cleared to return to school. Students must be brought in by a parent/guardian and cleared by Office staff, and are not permitted to ride the bus until that happens.