

August 2024

Assalamu Alaikum Dear Parents,

We are implementing a TARDY POLICY if your child is tardy to school without parent notification. If your child will be late to school, please call the school office to inform us. Below are the consequences for being tardy to school:

**CONSEQUENCES FOR TARDINESS:**

- 2nd tardy in a one-week period, the student will receive a verbal warning followed by a phone call to the parent.
- 4th tardy in a one-week period, a Letter of student attendance will be sent to parent followed up by a phone call home.
- 5th tardy in a one-week period, a parent/student conference with school Administrator will be requested to resolve any issues.
- If tardiness continues, student will not be eligible to attend field trips, school day and evening program/celebrations.

Thank you for your cooperation,

School Admin