

Dear Parents and Guardians,

It is our desire that our school community is fully informed of the implications of not getting to school on time or leaving prior to our dismissal time. **Both are disruptive to the class and increase the risk of establishing poor attendance habits and/or contribute to low self-esteem in subsequent years.** For students on inter/intra-district transfers, poor attendance may also result in the revocation of the transfer contract and referral to the School Attendance Review Board (SARB).

1. **Tardies-** School begins at 8:20 AM and students are expected to be on campus by this time each morning. The first bell rings at 8:18 and students must make their way to the classroom line-ups by 8:20. Teachers will be present to greet their students. Tardy slips will be issued by the office to those students arriving after 8:20 AM and marked in the database. For those that eat breakfast in the morning, please arrive closer to 8:00 AM.
2. **Leaving Early-** Please make every effort to not withdrawal your children from school later than 20 minutes from dismissal. This practice disrupts the conclusion of the school day for the teacher when he/she is communicating important information about the instructional day or upcoming events that involve your child.

We hope you consider the importance of getting your child to school on time each day and/or not leaving prior to the afternoon dismissal bell. We understand the challenges of the roadways in the mornings and medical appointments during the school day. We encourage you to make every attempt to leave your home earlier and schedule medical appointments and the like after 3:00 PM. Please call Stacy Rico or Joe Shaw if questions arise.

Thank you,

LJM Administration

951-304-1880