

Dear Parents and Guardians:

We are looking forward to a new and wonderful school year. We invite you to take an active part in the School Improvement Committee, Parent Teacher Organization and always your child's education.

In an effort to continue to better serve your child academically there are a few things we want to ask you to help us with throughout the school year.

Attendance: Try your best to be here on time every day. This year we will recognize two types of Attendance each nine weeks.

(1) **Perfect Attendance** - which means you are present all day, every day and on time with no checkouts. All day means ALL DAY for Perfect Attendance.

(2) **Outstanding Attendance** - which means you are present every day but cannot have more than THREE tardies and no more than THREE check outs during a nine weeks.

We recognize the Perfect and Outstanding Attendance by giving certificates and having a drawing for a prize each nine weeks.

Checking Out: We ask that no students be signed out of school from 3:00 - 3:30 unless you have an appointment and can show an appointment card or bring a doctors note in the next day or if a family emergency occurred. Checking Out may not seem like a big deal but that time adds up. For example - 10 minutes a day for 20 days, adds up to 3 hours and 20 minutes which is over half of the school day.

The end of the school day is very important as students may be completing academic work, organizing their homework and belongings, or involved in a class social skill.

We hope you understand and support the above request. We look forward to a great year.

Sincerely,

Montez Wynn, Principal

****After you have read the above information, please sign this slip and detach from the above letter. Have your child return this slip to their teacher and they will receive a prize****

Parents signature: _____

Childs name: _____

Teachers name: _____