



December 19, 2022

Dear Parent(s) and/or Guardian,

Christmas break is almost here! First and foremost, we would like to thank you for allowing us to be a part of your child's educational journey. We have seen a lot of growth in our students since the beginning of the year. As we continue to monitor behavior, attendance, and academics – we would like this letter to serve as a reminder that we need your support in these areas. Please make sure that your student(s) returns back to school after the break, on **January 5, 2023**, on time and ready to learn.

Please accept this letter as a reminder of the following regarding attendance:

- Students may not enter the school building until 7:20 A.M. Please make sure that your student(s) is not sitting outside of the school building for a long period of time waiting to enter.
- Students that arrive to school **after** 8:00 A.M. must have a parent/guardian come in and sign them in.
- There is **no** check out after 2:00 P.M.
- Students that are absent must turn in their excuse on the day that they return to school.
- (5) Unexcused tardies are equivalent to (1) unexcused absence (check the handbook).
- ISS will be issued to students that are consecutively tardy and a mandatory parent conference will be scheduled.
- After (5) unexcused absences, the student(s) will be referred to our assigned truancy officer.
- After (7) unexcused absences, students and parent(s)/guardian(s) will be required to attendance a parent conference and sign an attendance contract.

As we continue to decrease the behavior at our school, it is important that we have some parental involvement. We have seen an increase of parental involvement in this area, but we would like for it to continue increasing. Please remind your student(s) of the expectations that we have for them at school and hold them accountable for their actions.

Please accept this letter as a reminder of the following regarding behavior:

- Any student(s) who receives Out of School Suspension (OSS) will be required to complete a behavior packet regarding his or her behavior choices. This packet must be returned before the student can return to school.
- Any student(s) that receives (2) or more behavior referrals will be put on a behavior contract that will be monitored.
- Any behavior referral may result in a mandatory parent conference/parent sit in during the school day.
- After school detention will be implemented for minor offences and parent(s)/guardian(s) will be required to pick up their student after school.

Sincerely,

Mary Catherine McGee

DMSE Counselor