

Matheson Park Elementary School

8-12-26

Dear Matheson Park Families,

We hope you are enjoying a wonderful start to the school year. As we prepare for the exciting learning ahead, we want to remind families that our school day begins at 8:40 A.M. and ends at 4:10 P.M. Arriving on time each morning helps students start their day calmly, confidently, and ready to learn.

Being on time matters. When students arrive late, they miss important routines that set the tone for the day-morning announcements, classroom community building, and the first instructional moments that anchor new learning. Frequent tardies can make it harder for students to stay organized, feel connected, and perform at their best.

Early pick-ups can also interrupt a child's learning. When students leave before the school day ends, they miss closing activities that help reinforce new skills, end-of-day instructions, and important classroom routines that support organization and independence. Early departures can cause students to feel rushed, disconnected from their peers, and unsure about assignments or materials they need to take home. Over time, frequent early pick-ups can impact academic progress in the same way tardies do — by breaking the flow of learning and making it harder for students to stay on track.

This year, Albuquerque Public Schools is asking all schools to implement a consistent tardy policy to support students and families. At Matheson Park, our goal is always to partner with you, not to punish. The system below is designed to help us work together to understand challenges, offer support, and ensure every child has a strong start each morning.

To support strong morning routines and help every student start the day successfully, Matheson Park Elementary School will implement the following tardy notification system:

- **Tardy Notification Letter** - When a student reaches **5% of accumulated tardies**, families will receive a notification letter. This letter shares the number of tardies and offers helpful tips for improving morning routines.
- **Health & Wellness Meeting** - When a student reaches **10% of accumulated tardies**, the school will schedule a Health & Wellness Meeting with families and staff. Together, we will talk about any challenges affecting timely arrival and begin planning supportive solutions.
- **Student Support Plan** - During the meeting, a Student Support Plan will be created to outline strategies, school supports, and next steps. A follow-up meeting may be scheduled if additional support is needed.

Thank you for your continued partnership and for all you do to support your child's success. We are grateful for our Mustang families and look forward to a wonderful year together.

Sincerely,

Jacqueline Lovato
Principal