

September 8, 2009

Dear Parent:

The purpose of this communication is to convey information pertaining to Stonewall Jackson's new tardy policy, scheduled for implementation on September 14, 2009. The goal of the policy is to reduce excessive classroom disruptions due to students' tardiness to school as well as those that result from regular class changes. The administrative team has fully researched the policy and believes it to support students' academic success by providing a stronger "standards' based" learning environment.

Students tardy to school/class should report immediately to their alpha administrator's office or the Attendance office. The alpha secretary will then generate a letter documenting the tardy and give the letter to the student to present to the classroom teacher. The classroom teacher will also be notified via email from the alpha secretary of the students' impending arrival to class. Per the fourth tardy, parent notification will be provided and the student assigned an "official" warning. Future tardies per the quarter will result in detentions and out of school suspensions. Please note that the seventh tardy will result with a parent conference with the administrator to discuss excessive tardies. If the meeting is not attended, out of school suspension can follow as a result.

I would reiterate the major differences in the policies are that students will need to present a letter from the alpha secretary prior to gaining entrance to classes due to tardiness, and that tardies will be recorded per block on a daily basis as opposed to cumulative tardies per individual blocks. As per the existing policy, tardies will revert to a "zero" status at the beginning of each new quarter.

Thank you in advance for your cooperation and support of this tardy policy. Students will be provided with specific information prior to implementation. Should you have questions or concerns, please contact Rosemary Garrett at (703) 365-2997 or 365-2900.

Sincerely,

Rosemary L. Garrett  
Teacher on Administrative Assignment