



Terrell Independent School District

700 North Catherine Street
Terrell, Texas 75160
Phone 972-563-7504
Fax 972-563-1406

January 9, 2012

Dear Parents / Guardians,

As this first semester comes to an end, the staff and students of Terrell ISD elementary campuses want to thank you for your continued support in getting your child/children to school every day and on time.

Parents, not elementary age students, are responsible for their child/children arriving to school on time. Tardiness creates a distraction in the classroom and results in a loss of instructional time for the student. Therefore, the following steps will be taken in the event students arrive tardy to school for unexcused reasons.

<u>Tardy Number</u>	<u>Action Taken</u>
1-3	Verbal warning by office staff
4	Teacher contacts parent/guardian with documentation
5	Letter to parent/guardian
6	Administrator contacts parent/guardian
7 and up	Lunch detention per tardy

With school and family working together, our efforts will be successful. Please feel free to meet with the teacher and principal to discuss and resolve individual circumstances or issues that may occur. We believe that this process can also help our children understand the importance of being punctual and develop good habits.

Sincerely,

Angela Barton, Principal
W. H. Burnett Elementary School

Dwight Malone, Principal
John F. Kennedy Elementary School

Maria Johnson, Principal
J. W. Long Elementary School

Laura Williams, Principal
Dr. Bruce Wood Elementary School