**Clark Tardy Policy for the 2023-2024 School Year**

Dear Family,

It is our goal for students to be successful. Regular attendance and punctuality are extremely important for your child’s academic success in school. It is imperative that your child attend school regularly and be on time.

The school day at Clark Elementary begins at 7:45 am and finishes at 3:15 pm The school opens at 7:15 am and students go to their grade level hall. At 7:30 am, the students enter their classrooms so our instructional day can start promptly at 7:45 am.

Dismissal is at 3:15 pm. If you check out your child before the end of the day, it will be considered an early release unless a doctor’s note is brought to school. Please try to schedule all appointments after school. Students miss important instructional time when they are not in class.

This year we will continue our tardy procedure at Clark Elementary. Please note, children who ride the school bus are never considered tardy. In addition, our car rider line flows quicker between 7:20-7:30 am. Our tardy procedure is as follows:

**When your child accumulates tardies (each nine weeks)**

* 4th tardy- A phone call will be made to the parents/guardians informing you that your child has received a fourth tardy for the nine weeks.
* 5th tardy- You will receive a written reminder through ParentSquare.
* 6th tardy- Your child will be assigned a day of lunch detention.
* 7th tardy- Your child will be assigned an additional day of lunch detention.
* 8th tardy- Your child will be assigned a 60 minute after school detention.

Once your child reaches their ninth tardy in a nine-week grading period, he/she will receive two days of lunch detention for each additional tardy.

We will use the first two weeks of school to practice the policy. During this time, parents will be made aware of tardies and informed what would occur with the tardy if it was not during the practice period. The policy will be fully implemented beginning on Monday, August 28, 2023. It is our goal for children to have every possible instructional minute available to them. By working together, we can ensure your child reaches their full potential!

Please let me know if I can answer any questions.

Thank you,

Kemberly Scheidt, Principal