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Mr. Mike Houle-Principal

Ms. Traci McLaughlin-Asst. Principal

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**\* Procedure Change Regarding Tardy Policy: ALERT... parents/guardians must sign tardy students into the front office when arriving to school after 9:15 a.m.**

Dear Parents/Guardians:

Howard E. Heckethorn Elementary School is proud of it's excellence in academics and the inspiration in greatness instilled in our students, one child at a time!

With this involves a proactive approach by all our parents/guardians to make sure that our students attend school on a "DAILY" basis. Attending school on time and sitting in the classroom by the beginning of the instructional day at 9:15 a.m. is a critical start to a students academic day.

According to the Clark County School District (CCSD) Attendance Regulation 5113, Section IV, CCSD recognizes the problem of student **TARDINESS** to class as a, "Serious disruption of the education atmosphere of our schools. The distractions caused by students arriving late to class are unfair to the teacher and are an infringement on the educational rights of other students. Certain elements of instructional activity and learning are irrevocably missed when students arrive late to class."

The Howard E. Heckethorn Elementary Tardiness Policy is as follows:

- **All students entering onto the campus at 9:15 a.m. or after must be escorted and signed into the office by the parent/guardian**
- **IF YOUR CHILD IS GOING TO BE TARDY, PARENTS MAY NOT DROP THEM OFF IN THE PARKING LOT AND THEN DRIVE AWAY** (parents will be called to return to school and sign their child in)
- All students must have either, 1) Entered the building with their teacher after morning ceremony at 9:05 a.m., or, 2) Checked into the front office prior to 9:14 a.m. if they missed morning ceremonies
- All students entering onto the campus at 9:15 a.m. or after, will be considered TARDY and infringing on the educational rights of other students
- When a student reaches (5) tardies, a warning letter, notifying you of your child's current tardiness, will be mailed home to you and will be closely monitored per CCSD attendance laws
- When a student reaches (10) tardies, a Required Parent Conference (RPC) notice will be issued and an appointment with administration will need to be made to discuss and resolve the tardiness problem

Parents can become effective partners in their child's education beginning in Kindergarten. When you, as a parent, are a partner in your child's education, your involvement contributes to their success and achievement. As soon as a child begins school, parents can be enlisted as partners to reinforce the benefits of regular, on-time school attendance.

Thank you for "Putting First Things First" regarding your child's education and making sure your child is at school everyday by 9:05 a.m. to attend in our school's morning ceremonies and the introduction to the day's lessons.

Mike Houle

Principal

"Blazing a Trail Towards Excellence"