



MATTHEWS ELEMENTARY SCHOOL

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Dr. Tripp Marshall
Principal

Miss Kimberly Lavender
Assistant Principal

08/24/2017

Dear Parents of Matthews Elementary School Students-

I hope this letter finds all students and families doing well. Now that the 2017-2018 school year is moving at full speed, I want to take a moment to give you some helpful tips for the Tuscaloosa County School (TCSS) student absenteeism and tardy policies and procedures.

When students are absent, a signed excuse must be returned to the student's teacher within two days of the student being absent. If you feel your child will lose the excuse, you should personally return the excuse to the Matthews Elementary School (MES) office. If an excuse is not turned in to the teacher/office within two days following the student absence(s), the student will receive an unexcused absence(s). This means that the student will be unable to make up any/all missed assignments that were given during the student absence(s). This will result in the student receiving a failing grade for the assignments given during the absence(s). When checking a student in, all students must be checked-in prior to 11:15 AM to be counted present for the day. Also, a student must be checked-in after 11:30 AM to be considered present for the school day. If a student is checked-in after 11:15 AM or checked-out before 11:30 AM, he/she will be counted absent for the day. You will find a copy of the TCSS absenteeism policy attached to this letter.

A student is considered tardy if they arrive to school after the official start time of the regular school day. MES has two bells that notify all students of the start of the school day. At 7:50 AM, the first bell rings which notifies students that they have five minutes to get to their classrooms. At 7:55 AM, the school tardy bell rings. Students who have not entered their classrooms at this time will be counted/marked as tardy. Students who arrive at 7:55 AM or thereafter, must be checked-in through the office by a parent.

Beginning September 5th, 2017, MES will begin to implement the TCSS elementary school tardy procedures.

Tardiness is a Class I Offense and can be found within the TCSS Student Code of Conduct located within the TCSS Student-Parent Information Guide. Student tardiness to school is not distinguished as excused or unexcused. Exceptions will be made for medical visits if the student brings a note from a physician. All other exceptions must be approved in writing by the administration. You will find a copy of the procedures for student tardies attached to this letter.

If you are to have any questions pertaining to the absenteeism or tardy policies, please do not hesitate to contact myself or any school employee via phone, e-mail, or in person. We will gladly answer any question that you may have. You will find a school-wide schedule attached to this letter as well for your convenience. As always, thanks for your cooperation and we hope to make each student's educational experience at MES the best possible.

Respectfully

Dr. Tripp Marshall

Mrs. Sheree Bostic, Guidance Counselor

"What would you attempt to accomplish if you knew you could not fail?"