

Date:

To the parent or guardian of:

Attendance is an essential component to a student's academic success. Truancy, excessive excused absences, and tardies affect the student's education and increase the chance for failure. Our goal is to educate your child. We cannot be successful if your child is not at school on time and attending on a regular basis.

At the beginning of the school year, each student received information concerning the tardy requirements.

Students are to be in class and in their assigned places when the tardy bell rings. Any student who does not have a written excuse from authorized personnel will receive an unlawful tardy.

- 1st Offense - Warning and Parent/Guardian Contact
- 2nd Offense - Lunch Detention
- 3rd Offense - Lunch Detention and Parent/Guardian Contact
- 4th Offense - Lunch Detention
- 5th Offense - Lunch Detention
- **6th Offense - Parent Conference and/or Out-of-School Suspension**
- **7th Offense - Out-of-School Suspension and / or Loss of Parking Privileges**

Since the first day of this semester, your student has accumulated () **tardies**. An appointment has been made for **you and your student** to meet with me to consider a plan for correcting this problem.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

Date:

Time:

Location: BHS Main Office

If you are unable to attend at the scheduled time because of a work conflict or other appointment, you must contact the school office immediately at 919-496-3975 to reschedule the meeting for as soon as possible. The parent conference for the 6th tardy is in lieu of student suspension. Failure to conference will result in a 2 - day Out-of-School Suspension.

Thank you in advance for your support and cooperation.

Sincerely,

BHS Administrator